



**2023-2024**

# **Residence Life Handbook**

North Georgia Technical College



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## From the Director of Campus Life

Welcome to Bryant Residence Hall at North Georgia Technical College! We are very excited that you have chosen us as your place to live as you continue your education. NGTC is proud of the exceptional programs and facilities we have to offer our students and of the diverse population of students that call this their home away from home. As you live in our residence hall, you will meet students from all over Georgia and beyond. They bring with them many different ethnic backgrounds and diverse cultures, which gives you the wonderful opportunity to get to know people from many different walks of life.

We have an energetic campus life program that provides our students with the opportunity to continue to learn while outside of the classroom. The Campus Life Department does a fine job of providing our residents with programs that are educational, fun, and most often free. There are also several student organizations that give each of our students an opportunity to get involved, stay connected and share their ideas about how to make our college and community even better.

NGTC is the oldest technical college in the state of Georgia and thus many times you may see maintenance and renovations in action. It is our goal to provide NGTC students with a positive learning environment where they can succeed educationally and socially.

Our office staff and residence hall personnel are here to make your living experience as comfortable and accommodating as possible. Please do not hesitate to contact us if you have a question about anything. We look forward to serving you!

Thanks!

*“Seal”*

Sherry Seal  
Campus Life Director

# Residence Life

## CLARKESVILLE CAMPUS

Residence life is an opportunity for growth toward maturity. It allows students to become independent while maintaining community responsibility and identity. It is one of the most rewarding and important facets of the postsecondary educational experience. North Georgia Technical College offers residential living on the Clarkesville Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional values and objectives of the college, and (2) meet the demand of physical living accommodations.

Resident students must accept the responsibility of community living. The resident student is expected to:

- be fair and just in all dealings with the College, and particularly in caring for the facilities provided;
- exercise patience and kindness with other students and roommate (if applicable); and
- respect the rights of others at all times.

Excessive noise, profane language, or offensive acts are prohibited.

The suspension of a student's privileges, including campus housing, is a serious action, which may be imposed for violation of housing regulations or other institutional procedures. When a student is no longer enrolled or when violation of resident or general campus code of conduct rules result in cancellation of the right to occupancy, all personal belongings must be removed from the campus. If the student cannot remove his/her belongings at that time, he/she will be given two weeks or the last date of the semester (whichever comes first) to



remove all belongings from campus. Any belongings remaining on campus after that time will become property of NGTC. Each resident student is subject to the terms of any and all stated regulations in this catalog/handbook and regulations issued by the Vice President of Student Affairs. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons violating local, state, and federal laws, including destroying, stealing, or defacing college property. Students at the Blairsville and Currahee campuses may contact the Student Affairs Department for information on residence life opportunities.

## RESIDENCE HALL OPERATIONS

North Georgia Technical College maintains campus housing for students on the Clarkesville Campus. The residence hall, Bryant Hall, is a co-ed facility. Selected students serve as Resident Assistants (RAs) to assist students. The primary responsibilities of the Resident Assistants are to assist residents and act as liaison to the residents and the Campus Life Director. Resident Assistants also ensure that the rules and regulations of NGTC are followed by the residents and report any violations to the Dean of Student Support & Engagement. They check residents in and out of the residence hall and report any residence hall maintenance needs to the Office of Student Affairs.

Washers and dryers, a kitchen, and vending machines are located in the common areas of the residence hall. Cable television service is provided to each resident's room, and telephones are permitted in rooms through a contract agreement between the student and the telephone company. NGTC does not accept responsibility for a student's private telephone contracts. Please refer to the residence hall contract for additional information concerning the residence hall.

Residents' belongings are their personal responsibility. North Georgia Technical College is not responsible for any damage or theft of personal belongings.

All residents should bring:

- ▶ single sheets (twin long)
- ▶ pillowcases
- ▶ blankets and/or spreads
- ▶ pillows
- ▶ towels
- ▶ alarm clock
- ▶ toiletries
- ▶ dishes & cooking utensils
- ▶ cleaning supplies

Optional items:

- ▶ television
- ▶ small refrigerator

Wireless Internet access is available throughout the residence hall.

The North Georgia Technical College dining hall on the Clarkesville Campus provides three well-balanced meals per day, Monday through Thursday when classes are in session, and the student center is equipped with vending machines. The dining hall may prepare special diets (as prescribed by a physician) for resident students. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

Dining hall hours of operation, Monday – Thursday:

- ▶ Breakfast 7:00 AM – 10:15 AM
- ▶ Lunch 11:30 AM – 1:30 PM
- ▶ Dinner 4:45 PM – 5:45 PM

## **GUIDELINES FOR RESIDENCE PRIVILEGES**

In order to qualify for and maintain residence in Bryant Hall, the student must:

- Be currently enrolled full-time (12 credit hours) at any North Georgia Technical College campus with an occupational major in a diploma, degree, or certificate program. High school students enrolled in Dual Enrollment programs are not eligible to reside in Bryant Hall.
  - Be in acceptable standing with North Georgia Technical College regarding disciplinary violations. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
  - Continue to make satisfactory progress toward completion of diploma, degree, or certificate program.
  - Be in good standing with the NGTC Business Office regarding payment of all required fees.
- Failure to maintain any of the above guidelines during the semester may result in the loss of residence privileges. Any variation from these guidelines must be requested in writing to the Office of the Vice President of Student Affairs for consideration on a semester-by-semester basis.



## ROOM ASSIGNMENTS

Room assignments will be made based on the following:

- The date the residence hall application, contract with addendum and deposit are received.
- The date the student was accepted to the college by the Admissions Department.
- The availability of space.
- Private room assignments are based on seniority when space is available.

When possible, a roommate request is honored. Individuals requesting each other as roommates should be sure that both applications state the roommate preference on their application. If a student does not request a particular roommate, he/she will be assigned a roommate based on the current openings and date the items listed above are received. When possible, students are assigned roommates within their same program of study to facilitate scheduling coordination and interest similarities. When the residence hall is full, an overflow list will be developed in order of the received date of the items listed above.

## ROOM CHANGE REQUESTS

Room changes cannot be made unless authorized by the Office of the Vice President of Student Affairs. Resident Assistants (RAs) CANNOT authorize a room change request. If residents switch rooms without authorization, total contract cancellation may occur. Room change requests will be considered at the end of each semester for the following semester. All other room change requests will be reviewed on an individual basis. Room change requests based on roommate conflicts or differences will only be considered following a meeting of both roommates with the Dean of Student Support & Engagement and/or the Campus Life Director at which time a solution to the issues will be sought. If after the solution has been tried and failed a room change MAY be authorized. Part of living in a residence hall environment is learning to accept and appreciate people from different walks of life than oneself. Conflict resolution is a skill needed in day to day living and certainly in the workforce.

## STAFF ACCESS TO ROOMS

**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 of 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.

**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 will be used to authorize the search absent exigent circumstances. Whenever possible, NGTC will attempt to notify residents of intended room entry.



## CHECK-IN PROCEDURES

- Bryant Residence Hall uses electronic keyless entry to the building and rooms. A resident MUST have a student ID to enter the building and assigned room.
- Resident student arrives at Bryant Residence Hall and approaches check-in table.
- NGTC staff checks the NGTC Business Office list for balance due (must be zero to complete check-in) and enrolled credit hours for the specified semester (Fall/Spring-12 hours; Summer-6 hours).
- If resident shows PAID IN FULL and is registered for the proper number of credit hours, a RA will escort student to their assigned room in Bryant Residence Hall.
- RA will make sure the key card works for the assigned room.
- Resident student is to look over the room to determine the present condition of the assigned room. Using the QR code on the back of the door (inside) resident will need to CHECK-IN electronically and report any issues with the room within 24 hours of entering the room. Resident will be held responsible for any damages or issues not reported at CHECK-IN.
- A Resident Life Handbook will be in the room. Resident is responsible for knowing the rules and regulations of Bryant Residence Hall.

## CHECK-OUT PROCEDURES

- Resident student will make sure no trash, food or drinks are left out in the room before leaving. **This includes spring break, holiday breaks and semester breaks.**
- Residents are to turn off the Heat/Air unit and all lights when exiting for check-out.
- Residents checking out permanently will make sure all belongings are removed from the room no later than the check-out time announced. (usually 4:00 PM)
- Resident students have an RA check the room and complete the electronic check- out form.
- Resident is to leave the door locked upon exiting.
- RA will complete a MAXIENT Report with any notes and pictures for any rooms not meeting proper check-out requirements.
- The Office of Student Affairs will evaluate all reports to determine damage costs and/or deposit refunds and then notify the resident student by email. Deposit refunds typically take 4 to 6 weeks to process and if funds are returned they will go to the resident's Bank Mobile preferred method for all college refunds.

## HOLIDAY/SEMESTER BREAKS

The residence hall will close between the end and start of each semester, Thanksgiving, Spring & Summer breaks. When the residence hall is closed, resident students are not allowed admittance to the building. Resident students may leave their belongings in their rooms during these times. Residents must remove all belongings before the semester break begins if they are not returning the following semester. Resident students may not leave vehicles in the parking lot during any of these breaks.

## RECEIVING A RESIDENCE HALL DEPOSIT REFUND

Refund status is categorized below according to the criteria listed:

### Full Refund

- All personal property has been removed from the room.
- The room is clean, meets inspect standards, and is approved by a member of the residence hall staff.

### Partial Refund

- If there is any damage to NGTC property documented, the deposit refund will be reduced in the amount needed to repair/replace the damaged property.
- The proper check-out records are processed by the Student Affairs Office. Make sure you do not owe money to the college in any way. If you do, the deposit will go toward paying those charges before any amount is refunded.



### No Refund

- If proper check-out is not achieved, the deposit will not be refunded.
- If check-out occurs after the semester check-out deadline, the deposit will not be refunded.
- If a student is required to check-out of the residence hall for any type of disciplinary issue, the deposit will not be refunded.

## RESIDENCE HALL RULES & REGULATIONS

The residence hall program at the Clarkesville Campus of North Georgia Technical College is responsible for providing an environment that will be conducive to academic achievement and maximum intellectual stimulation. Therefore, NGTC established the following regulations; however, NGTC does not attempt to define by formal rules every action that is forbidden:

### ► **Visitors/Guests:**

- Visitors under 18 years of age are not allowed in the residence hall without expressed, written permission from the Vice President of Student Affairs or designee. Please note that ONLY current North Georgia Technical College Students are allowed in classrooms. Any visitors to a classroom are not permitted without approval from the Vice President of Academic Affairs or the Vice President of Student Affairs. All persons under the age of 16 not enrolled in NGTC classes must be accompanied by an adult at all times when on campus and are not permitted in classes, labs or in the Residence Hall.
  - No overnight guests, including family members, are allowed in Bryant Hall including NO cohabitation of Bryant Hall residents not assigned to the same room. Guests must follow the same residence hall guidelines as students. Residents are responsible for the conduct of their guests and should escort their guests to and from their rooms and the building.
  - Visitation Hours – Non Residents
    - Sunday - Wednesday 10 a.m. - 10 p.m.
    - Thursday - Saturday 10 a.m. - midnight
  - Please note that ONLY current North Georgia Technical College Students are allowed in classrooms. Any visitors to a classroom are not permitted without approval from the Vice President of Academic Affairs or the Vice President of Student Affairs. All persons under the age of 16 not enrolled in NGTC classes must be accompanied by an adult at all times when on campus and are not permitted in classes, labs or in the Residence Hall.
- **Quiet hours** are from 10:00 p.m. to 7:00 a.m. Quiet hours are designed to provide an optimum learning and living environment. During these hours, distractions and noise should be contained within residents' rooms. Excessive noise inside or outside a resident's room should be avoided at all times.
- **Amplification devices** (i.e. speakers, amplifiers, phones, etc.) are prohibited at all times. Music playing inside a resident's room should not be easily heard in the hallway. Music playing outside a resident's room should be done using earphones or earbuds.
- **Room Changes:** After being assigned to a room, no student is permitted to move to another room without permission from the Dean of Student Support & Engagement. If a change is made, the resident must go through proper check-out/check-in procedures.
- **Cleaning Rooms:** Rooms should be kept clean and free of any remnants of food or drink, trash, dirty clothes, or other items that may cause bugs, rodents or foul odors.

- ▶ **Room Inspections** are part of Health & Safety Checks, and they will be conducted periodically during each term by the RAs. Announcements of inspection dates will be made using student email 7-10 days in advance of an inspection. Automatic \$25 fine for any inspection violations. Dates included in Welcome to the Dorm email.
- ▶ **Dress Code:** Students must be properly dressed when outside their rooms. Shoes and adequate clothing must be worn in the lobby, halls, and recreation rooms. **A towel only is NOT acceptable.**
- ▶ **Dorm Meetings:** Students are expected to be punctual and attend all residence hall meetings. Fliers, texts and/or student email will be used to notify residents of all scheduled meetings. Non-attendance may result in a monetary fine unless the student has prior approval and documentation of an excused absence submitted to the Dean of Student Support & Engagement. Documentation may include a doctor's excuse, instructor approval for a field trip, verification of work schedule (official company correspondence), etc. Students having scheduled classes at the time of a residence hall meeting are automatically excused from attendance. It is the responsibility of any student who misses a meeting to speak with an RA or Student Affairs staff member to obtain the information presented at the meeting. Missing a meeting will not be considered a valid reason for lack of knowledge of important information presented to resident students in a meeting.
- ▶ **Lights & Electrical Equipment:** Students must turn off lights and all electrical equipment when they leave their rooms.
- ▶ **Cooking and heating appliances** are not permitted in the residence hall rooms; however, students are allowed to have a compact refrigerator and/or a single cup coffee maker (i.e. Keurig) with no heating element in their residence hall rooms.
  - Resident Assistants will inspect appliances during installation and determine safety and conformance to the building policies.
  - Any student having such appliances will be responsible to the college for any abuse of the privilege or damage to college property.
- ▶ **Incense burners** of all types, candles, fireworks, aerosol spray paint cans and solvents, and other similar objects are ***strictly prohibited*** in the residence hall. Any such items found in rooms will be confiscated. Violation of this regulation may result in severe penalties not only from the institution, but also from the state Fire Marshall's Office.
- ▶ **NOT ALLOWED:** Duct tape, nails or screws on/in the walls. The use of these items will result in fines to pay for all damage caused and repainting. Residents should use wall-safe and paint-safe products for hanging items on the walls and doors.
- ▶ **Pets**, including fish, are not allowed in the residence hall under any circumstances. Service Animals and Emotional Support Animals must be approved in writing by the Special Populations and Retention Coordinator. (Additional details about animals on campus are provided

in the NGTC Catalog and Student Handbook, available on the College website, northgatech.edu)

- ▶ **Damage** to the room or any common areas will result in charges to all residents unless the responsible party is discovered. The minimum damage charge is \$5.
- ▶ **Weapons:** No weapons of any kind are allowed in Bryant Residence Hall in accordance with Georgia Law.
- ▶ **Windows:** No items, other than those issued or approved by North Georgia Technical College, are to be displayed from the window.
- ▶ **Smoking, tobacco use, and vaping** are **STRICTLY PROHIBITED** including Herbal/non-tobacco cigarettes, VAPE and e-cigarettes regardless of the tobacco content, on NGTC property including inside Bryant Residence Hall and any assigned dorm rooms.
- ▶ **Wheels:** Bicycles, motorcycles, scooters, Segways, skates, skateboards and other similar items are not to be ridden or used in Bryant Residence Hall. Bicycle racks are provided for use outside the residence hall.
- ▶ **Hoverboards:** Due to recent fire concerns surrounding Hoverboards and similar devices, North Georgia Technical College (NGTC) prohibits the use, possession, or storage of a Hoverboard, Segway, or similar devices in all NGTC buildings or on any NGTC Property.
- ▶ **Vehicles:** Operation of any motorized vehicle on North Georgia Technical College property requires proof of Department of Motor Vehicle registration, license, and proof of insurance by the driver.
- ▶ **Hallway traffic:** Running, participating in any form of roughhousing or sports in hallways or public areas is prohibited. Objects such as Frisbees, balls, water, etc., must not be thrown in the hallway, in individual Resident rooms, or in common areas within Bryant Hall.
- ▶ **Furniture:** ALL furniture assigned to a residence hall room MUST remain in the room unless removed by North Georgia Technical College staff.
  - Seconds beds in PRIVATE Rooms are NOT to be disassembled or removed.
  - NO couches, sofas, or other large furniture items are to be moved into residence hall rooms.
- ▶ **ALCOHOL:** The use 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.
  - Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
  - Underage students found in possession of or under the influence of alcohol will face disciplinary action.
  - Any student found providing alcoholic beverages to those under the legal drinking age will face disciplinary action.

- Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face disciplinary action.
- Failure to follow the alcohol policies and procedures will result in a referral to the Office of the Vice President of Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.

## **RESIDENCE HALL RULES & REGULATIONS CONT'D.**

The suspension of a student's privileges, including campus housing, may be imposed for violation of housing regulations or other institutional policies. When a student is no longer enrolled or when violation of resident or general campus policies results in cancellation of the right to occupancy, all personal belongings must be removed from the campus. If the student cannot remove his/her belongings at that time, he/she will be given two weeks or to the last date of the semester (whichever comes first) to remove all belongings from campus. Any belongings remaining on campus after that time will become property of North Georgia Technical College.

Confiscated items – will be stored in the RA Office unless taken by Campus Police. All items confiscated MUST be picked up within two weeks or the last date of the semester (whichever comes first) to remove the items from campus. Any confiscated items remaining on campus after that time will become property of North Georgia Technical College.

Students who do not plan to return the following semester must schedule a checkout time with a Resident Assistant (RA). The RA will collect all North Georgia Technical College items (keys, Resident Sticker from ID Card sticker, etc.) from the student and will complete a checkout form that reports the room's condition. The RA will take the form to the Office of Student Affairs and return the residence hall keys, key card, etc. This process will activate the refund process for the deposit, if applicable. Failure to check out properly will result in forfeiture of the deposit. Loss of privileges to reside in Bryant Hall will result in forfeiture of the deposit.

## **KITCHEN & LAUNDRY ROOM RULES OF USE**

- All surface areas are to be cleaned and disinfected before leaving the area (bring your own cleaning supplies)
- Do not leave any belongings in the room unattended
- Do not handle anyone else's belongings
- Kitchen – each resident is limited to one (1) hour to prepare food, clean, and exit the room when other residents are waiting.
- Laundry Room – each resident is limited to one load of laundry (wash & dry) per day to allow all residents access to the machines.

## BRYANT RESIDENCE HALL ALCOHOL GUIDELINES

The following guidelines will be followed by the Department of Student Affairs:

- Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
- Underage students found in possession of or under the influence of alcohol will face fines and possible suspension from Bryant Hall.
- Any student found providing alcoholic beverages to those under the legal drinking age will face disciplinary action and may face legal actions.
- Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face fines and possible suspension from Bryant Hall.
- Failure to follow the alcohol guidelines will result in a referral to the Office of the Vice President of Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.

Disregard for the rules and regulations established for Bryant Residence Hall can result in monetary fines. A violation of the rules and regulations may first be addressed with a verbal or written (email) warning. However, the Dean of Student Support & Engagement will determine the most appropriate action. Residents are expected to know the rules and regulations.

If the student believes the warning or fine is unwarranted, he/she can ask for a review of the action by completing the Request for Review of Residence Hall Violation form. This form must be submitted to the Office of the Vice President of Student Affairs within seven (7) calendar days of notification of the decision. Residents may lose the privilege to reside in Bryant Hall if they receive three or more written (email) notifications and/or fines for violation of the rules and regulations of Bryant Hall. The decision of the Vice President of Student Affairs is final.

Violations of the Student Code of Conduct will be addressed through the established Disciplinary Procedures.

## FINES FOR RESIDENCE HALL VIOLATIONS

All of the following violations will result in a fine: \$25 for the first offense, \$50 for the second offense, \$75 for the third offense and on the fourth offense the student will be referred to the Office of Student Affairs for an evaluation of the student's privilege to remain a resident. A resident with a written warning and two fines may have their privilege to reside in Bryant Hall revoked. Multiple violations of any type may be used to make this determination and the decision of the Vice President of Student Affairs is final.

- Verbal warnings may be given for noise at the time of the violation. Failure to reduce the noise to an acceptable level will result in a write-up/fine.
  - Loud noise after 10:00 PM/before 7:00 AM
  - Loud music - others should not hear your music outside your room!
- Verbal Conflict
- Sanitary violations: excessive trash, food not properly stored, dirty room, dirty food containers, excessive dirty laundry, foul smells, etc.
- Obstruction of exit for room
- Tobacco use including herbal non-tobacco cigarettes, VAPE and e-cigarettes regardless of tobacco content (NO WARNINGS)
- Other (NGTC does not attempt to define all possible violations.)

The following violations will result in automatic fines (NO WARNINGS):

- Disrespectful to NGTC staff (includes RAs)
- Missing or late arrival to a mandatory dorm meeting - \$15
- Violations reported following an Announced Room Inspections - \$25
- Food in sink drain (reported by Maintenance) - \$25
- Interfering with or refusal to follow emergency drills and/or procedures - \$50 plus immediate referral to the Office of Student Affairs
- Failure to check-in OR check-out properly, including meeting the scheduled timelines at the term start-up, holidays and term breaks - \$50
- Alcohol Violation: 1st offense = \$150; 2nd offense = \$300 and a review of resident hall privileges which may include suspension from the resident hall; 3rd offense = resident hall privileges revoked for a designated period of time. Immediate referral to the Office of Student Affairs. **NO VERBAL or WRITTEN WARNINGS FOR ALCOHOL VIOLATIONS!**



## **FINES FOR RESIDENCE HALL VIOLATIONS CONT'D.**

The following violations will be directed to the Office of Student Affairs on the first offense as violations of the Student Code of Conduct (disciplinary procedures):

- Possession of a weapon
- Possession or use of alcohol/drugs
- Physical conflict
- Theft
- Destruction of college property (will be fined at the cost of replacement) Example: damaged window blinds = \$75 replacement cost
- Other (NGTC does not attempt to define all possible violations.)

## **NEIGHBOR COURTESY**

A student's enjoyment of life in Bryant Residence Hall depends on thoughtful consideration and common courtesy among neighbors. The basic expectations of a fellow Bryant Hall resident include the following:

- To live in a clean building and room.
- The redress of grievances. Resident Assistants (RAs) are available to assist in resolving conflicts.
- To read and study without undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- To sleep without undue disturbance from noise.
- Free access to one's room and facilities without pressure from a neighbor.
- To be free from fear or intimidation and physical or emotional harm.
- To expect reasonable cooperation in the use of the resident hall utilities and space.

## **SHARED RESPONSIBILITY**

When students share a residence hall, each student is responsible for the noise level/activities. If the contents, activities, or damage in the residence hall are in violation of college procedures, a student(s) may be charged with such violations. If a student is concerned about possible violations, it is his/her responsibility to discuss this with an RA or other Student Affairs staff.



## Get Involved!

College success does not come from simply going to class and studying all the time. Find a connection with your college and get involved. There are many opportunities for NGTC students to participate in clubs and activities.

### **CAMPUS LIFE ACTIVITIES**

The office of Campus Life sponsors a variety of activities available to all students throughout the year. These activities may include:

- **Excursions** such as trips to Six Flags, snow skiing and more at little to NO cost to the student.
- **Recreational equipment** in the Student Center for pool, ping pong, foosball, air hockey, video games, horseshoes, disc golf, weight room and more. Visit the Student Center to play some games or check-out equipment at the Rec-Check Counter.
- **Intramural Sports** including flag football, softball, and basketball
- **Recreational facilities:** Library, Swimming Pool, Gymnasium, Walking/Running Trail, Tennis Courts, Outdoor Basketball Court

## NETWORKING AND STUDENT ORGANIZATIONS

NGTC has a variety of active organizations such as:

- Skills USA – compete at the state and national levels in the skill area of your program
- Future Business Leaders of America Collegiate (FBLA) – compete at the state and national levels in many areas of business and industry knowledge
- Student Government Association (SGA) – become a representative for your program area and help make improvements to your college
- GOAL (Georgia Occupational Award for Leadership) – faculty nominated competition for outstanding students with local, regional and state competitions
- HEROES (Having Equity Resources and Opportunities Equal Success) – a student support organization for non-traditional students
- NGTC Alumni Association – make plans to join when you graduate and stay connected
- NTHS (National Technical Honor Society) – faculty nomination and GPA requirements for membership focused on outstanding academic performance
- Student Photographic Society – Students interested in photography meet together to enhance the relationship and understanding of photography practices, careers and opportunities.
- Student Environmental Club – Students interested in environmental science and activities meet together to enhance the relationship and understanding of the environment practices, careers and opportunities.

Visit the Campus Life Department located in the Student Center to learn more about all these activities and more!



## MAIL SERVICES

Resident students will pick up mail at the receptionist's desk located in the Clegg Building on the Clarkesville Campus. The mailing address is P.O. Box 65 Clarkesville, GA 30523 and the shipping address is 1500 Hwy 197 North, Clarkesville, GA 30523.

## MAINTENANCE REQUESTS

Any maintenance requests needed following a resident's initial check-in should be reported to the Office of Student Affairs using the QR Code posted on the back of each resident hall room door. An RA may assist with this request if necessary. Once the request has been addressed, the resolution and resolution date will be reported to the Office of Student Affairs. If the resident continues to have the same maintenance issue, they may contact the Office of Student Affairs located in the Clegg Building, 706-754-7803.

Emergency Concerns, i.e., major leaks, bathroom issues, electrical issues, heating concerns, should be reported to a RA, Office of Student Affairs, Campus Life Director, or Campus Police immediately.

To submit a maintenance request, please visit: [northgatech.edu/student-affairs/student-housing/dorm-maintenance-request/](https://northgatech.edu/student-affairs/student-housing/dorm-maintenance-request/)



## SURVEILLANCE CAMERAS

For the residents' protection, surveillance cameras are located inside and outside of the residence hall building and the residence hall parking areas. These areas are patrolled by Campus Police. Should you have a concern in the vicinity of the residence hall area, write down the time, date and location and contact Campus Police immediately at 706-754-7731 (office located on the 2nd floor of residence hall).

## PARKING

Resident parking is available behind Bryant Hall. Resident students should apply for a resident parking permit on the college website ([www.northgatech.edu](http://www.northgatech.edu)). Resident parking is restricted to the Bryant Hall (Building N) Lot during the hours of 7:30 a.m. to 5:00 p.m. Parking spaces in this lot are labeled "Resident". Resident students may not leave vehicles in the parking lot during any holiday or semester breaks. Leaving a vehicle during holiday or semester breaks may result in a \$50 fine and the possibility of the vehicle being towed (student responsible for any associated costs for towing). Resident Assistants (RAs) have designated parking. Residents are NOT to park in RA designated parking spaces. Tickets for parking in an RA parking space are assigned a \$50 fine.



## EMERGENCY & SAFETY PROCEDURES

- Familiarize yourself with the Residence Hall and College safety procedures. Learn who to contact and how to gain assistance at any hour of the day.
- If there is a medical emergency call 911.
- Do NOT prop exterior doors open and guard against "tailgating" (strangers who follow you into the building after you have used your access key). Doors are locked 24/7 for security protection.
- Never give your room or building key to anyone.
- Keep your room locked when you and/or your roommate are not in the room.
- Remember you are responsible for your guests.
- Report to the residence hall staff or Campus Police any obscene or harassing phone calls or behavior.
- Report suspicious people to an RA or to Campus Police at 706-754-7731.
- Never walk alone at night.
- Protect your personal property.
- Park your vehicle in a well-lit area.

## ILLNESS (INCLUDING COVID-19) SAFETY MEASURES & PROCEDURES

- Keep your hands washed and avoid touching your face at all times.
- Social distancing is recommended.
- If you feel sick, you should email your instructor(s) and see a doctor or choose to return home. You should follow the doctor's orders.
- **If you are told to quarantine: Residents are expected to go home to quarantine.**

# ALWAYS EVACUATE THE RESIDENCE HALL WHEN A FIRE ALARM SOUNDS!

The safest and quickest evacuation plan for your area is located on the wall in the hallway of each floor. Familiarize yourself with the route closest to your room.

Please do not tamper with any fire safety equipment i.e. pull stations, fire extinguishers, hoses, smoke detectors and sprinkler systems. Covering a smoke detector or tampering with equipment in any way either in a room or in public areas will result in serious sanctions.

## FIRE EVACUATION PROCEDURE

When you hear a fire alarm, the following steps should be taken:

- Follow the evacuation route as designed for your room location and stay to the right while descending the stairway if you live in an upstairs area.
- Once outside, stay at least 100 feet from the building.
- Do not re-enter the building until a staff person gives the **all clear**.

If you are trapped in a fire, the following steps should be taken:

- Close all doors between you and the fire. Never go blindly out of the door until you feel the handle to see if it is hot. If it is hot, stuff a towel under the door and remain in the room.
- Crack the window (both top and bottom, if possible) 6" – 8", and stay near it for air. If needed, break the window with a chair or shoe in order to have fresh air.
- Smoke and fumes rise. Therefore, stay close to the floor; use a wall to keep from moving in circles.
- Use a towel, wet if possible, to cover hair and nose.
- Evacuated individuals must stay 100 feet away from the building until an "all clear" is given by a staff person.

## FALSE FIRE ALARMS

Setting off a false fire alarm in the residence hall may result in immediate eviction from the residence hall. In addition, legal action may be taken.

## SEVERE WEATHER WATCH/WARNING

In the event of a severe weather watch and/or warning, students will be alerted by Campus Police and RAs. The following steps should be taken:

- Resident students will be directed to the ground floor of the residence hall and restricted to the center hallway away from all windows and doors.
- Resident students will remain in the designated safe area until Campus Police gives the all clear following notification from the Habersham Emergency Management Authority and the U.S. Civil Defense system.
- Resident students who refuse to follow and/or disrupt procedures are putting their own lives and the lives of those around them at risk and they will face disciplinary sanctions.

## STUDENT TECHNOLOGY

([www.northgatech.edu](http://www.northgatech.edu))

All new students attending North Georgia Technical College will receive an email account.

Keep in mind that your student email account will be the main form of communication between you as a student and North Georgia Technical College. Please remember to check it daily!

Visit [northgatech.edu/student-resources/help-desk/](http://northgatech.edu/student-resources/help-desk/)



## STUDENT CODE OF CONDUCT

The Student Code of Conduct can be found in the NGTC Catalog & Student Handbook, [www.northgatech.edu](http://www.northgatech.edu). All NGTC students are expected to follow the rules and regulations as set forth in the Student Code of Conduct.

Visit [northgatech.edu/about-the-college/college-catalog](http://northgatech.edu/about-the-college/college-catalog)



**NOTE: Disciplinary Procedures, including appeal procedures, are found in the NGTC Catalog/Student Handbook – Student Affairs**



## **PERSONAL BELONGINGS**

When a student graduates or terminates training at North Georgia Technical College, all personal belongings must be removed from campus at time of checkout. If a student cannot remove his/her belongings at that time, he/she will be given two weeks or the last date of the semester (whichever comes first) to remove all his/her belongings from campus. College personnel will not be responsible for any personal items left in the classroom, the residence hall, or any other campus location. Any unclaimed items, including motor vehicles or major appliances, will be removed from the campus after two weeks; and the student will be charged for the removal.

## **INSPECTION, SEARCH, AND SEIZURE**

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search, and seizure in order to enforce college regulations. North Georgia Technical College reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated. Law enforcement officials may search facilities with or without authorization from the college by means of a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

## **CAMPUS SECURITY ACT**

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are available upon request. In compliance with this law, all students, staff, and faculty are requested to notify campus police immediately to report any of the following offenses occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Office of Campus Safety on the Clarkesville Campus. Local law enforcement offers information concerning registered sex offenders in the area. For more information, contact the Habersham County Sheriff's Department at 706-754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following website: [www.ganet.org/gbi/sorsch.cgi](http://www.ganet.org/gbi/sorsch.cgi).

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Right to Know

Every postsecondary education institution is required by law to disclose its graduation rate annually. The 2020 graduation rate, based on the TCSG System Scorecard, is 67.5%.

## Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) and Applicant Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1.** The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the FERPA Coordinator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2.** The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 3.** The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees or board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the college.
- 4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of

the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

For more information, contact:

Ms. Kelsey McIntire, FERPA Coordinator North Georgia Technical College

P.O. Box 65

Clarkesville, GA 30523

Phone: (706) 754-7768

E-mail: [kmcintire@northgatech.edu](mailto:kmcintire@northgatech.edu)

North Georgia Technical College has placed overall responsibility for administration of all student records with the Vice President of Student Affairs or his/her designee, who is designated the FERPA Coordinator. Separate records/files may be maintained by the following categories: admissions, academic, medical, psychiatric and counseling, financial aid, disciplinary, and financial. Only faculty and staff with a legitimate educational interest in the student's records will be permitted access. Certain third-party governmental agencies have access to a student's records without prior consent. These records are located in the Clegg Building on the Clarkesville Campus and in the Student Affairs Office on the Blairsville and Currahee campuses.

## DIRECTORY INFORMATION

North Georgia Technical College defines:

- 1.** "public directory information" as follows:
  - a.** Full name of student
  - b.** City of residence
  - c.** County of residence
  - d.** Major and field(s) of study
  - e.** Enrollment Status (full time, part-time, etc.)
  - f.** Degrees and awards and date received
  - g.** Dates of attendance
  - h.** Participation in official sports and activities
  - i.** Height and weight of athletic team members
- 2.** "non-public directory information" as follows:
  - a.** Address
  - b.** Email address
  - c.** Telephone Number

Non-public directory information is not available to the public but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes. Additionally, certain state and federal laws require the release of certain student information without prior notification to the student.

## EQUAL OPPORTUNITY STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Dr. S. Vinson Burdette  
*VP of Student Affairs, Title VI, IX, II*  
North Georgia Technical College  
1500 Highway 197 N.  
P.O. Box 65  
Clarkesville, GA 30523  
Telephone: 706-754-7711  
Email: [vinson.burdette@northgatech.edu](mailto:vinson.burdette@northgatech.edu)

Ms. Kay Carroll  
*Special Populations and Retention Coordinator*  
*Sec. 504/Title I/ADA*  
North Georgia Technical College  
1500 Highway 197 N.  
P.O. Box 65  
Clarkesville, GA 30523  
Telephone: 706-754-7828  
Email: [kay.carroll@northgatech.edu](mailto:kay.carroll@northgatech.edu)

This institution is an equal opportunity provider and employer.

As set forth in its student catalog, North Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Vinson Burdette, VP of Student Affairs, Title IX Coordinator, Clegg Center 211, (706) 754-7711, [vinson.burdette@northgatech.edu](mailto:vinson.burdette@northgatech.edu) and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, [kay.carroll@northgatech.edu](mailto:kay.carroll@northgatech.edu) 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).



**NORTH GEORGIA**  
**TECHNICAL COLLEGE**

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