



# RESIDENCE LIFE

Safety • Inclusion • Courtesy • Relationships

## HANDBOOK 2018–2019



GEORGIAN COURT UNIVERSITY

THE MERCY UNIVERSITY OF NEW JERSEY

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# RESIDENCE LIFE

## Our Philosophy

Residence life at Georgian Court University is all about creating a “home away from home” for our students. Our staff seeks to provide a safe and secure community conducive to learning, growing, and social interaction. Recognizing potential for learning beyond the classroom, the residence life staff is committed to offering opportunities to educate the whole person. The Mercy core values of respect, integrity, compassion, justice, and service are an integral part of what it means to live in community at GCU. Consequently, both staff and residents work together to ensure a high standard of community living by taking an active role in being responsible and accountable for shaping and fostering a positive living and learning environment.

## Mission Statement

The Office of Residence Life supports student success through facilitation of a co-curricular experience by providing a safe environment where students can focus on cultivating inclusive communities and lifelong friendships.

# RESIDENCE LIFE STAFF

## Director of Residence Life

The director of residence life is responsible for the development of a comprehensive residence life and housing program focused on the overall resident student experience, which includes promoting community development, academic success, social responsibility, character development, and personal growth.

## Coordinator of Residence Life

The coordinator of residence life is a live-in student life professional responsible for the overall operation and programs of the office of Residence Life. The coordinator supervises the graduate hall directors. The coordinator of residence life is responsible for handling most disciplinary matters in residence at Georgian Court, including conflict resolution, as well as programming and community development. The Office of Residence Life is located in St. Catherine Hall, Rooms 108 and 109, and the lower level of St. Joseph Hall. Office hours are Monday through Friday from 8:00 am to 4:00 pm.

## Hall Directors

Hall Directors (HDs) live in residence and provide leadership to each of the buildings. The HDs supervise the RAs and are the first level of support for student issues and concerns. Additionally, the HDs assist with the administrative support functions of the Office of Residence Life.

## Resident Assistants

Resident assistants (RAs) are students who have completed an extensive selection and training process. They are selected for their concern for others and responsibility, as well as their communication and leadership skills. They work with all residents to create the safest, most comfortable, supportive, and responsive residence environment possible.

RAs plan educational and social programs, advise students with both scholastic and personal difficulties, and serve as the front line for emergency needs and crisis intervention. While enforcement of campus policies is one of their duties, their primary role is to build a community in residence and ensure as pleasant an experience as possible for all residents.

## Student Workers

Each year the Office of Residence Life hires approximately students to work as desk assistants in the residence halls.

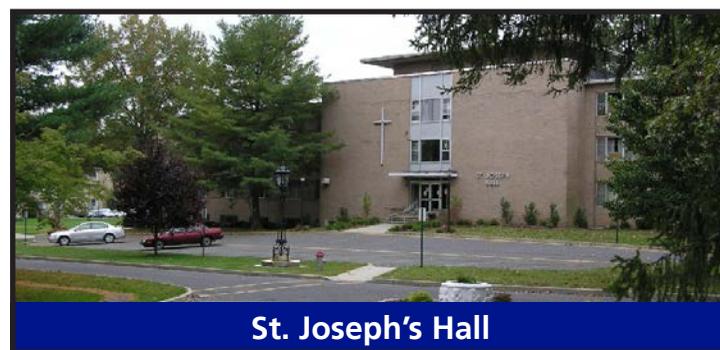
# LIVING IN A RESIDENCE HALL

## Your Home Away From Home

Creating a home away from home is easy at Georgian Court University. The four residence halls are St. Joseph Hall, Maria Hall, Mercy Hall, and St. Catherine Hall. First-year students have a unique experience living together in Maria Hall. That bond continues in our upper class halls, St. Joseph and St. Catherine Halls.

Residency is available to all full-time matriculating (registered for at least 12 credits) undergraduate students. A student wishing to live on campus who is registered for fewer than 12 credits must meet with the dean of students or his or her designee for approval. Living in residence offers an environment that contributes to both academic achievement and personal development. Living with a roommate and other students in the halls provides an opportunity to learn about others as a member of a diverse residence hall community.

As a resident on the Georgian Court University campus, you can take classes with your fellow residents; get involved in social activities; attend one of many residence hall programs; join the Residence Hall Association; form study groups; and attend events, lectures, and performances both on and off campus.



## Rooms and Residence Halls

The residence halls are only available to full-time resident students. The size and layout of student rooms vary from one residence hall to another. The largest residence hall houses 210 residents, while the smallest houses 55 residents. All resident halls are co-educational. This may be by floor, wing, or room depending on the residence hall.

Most residence halls are arranged in corridors with a large community bathroom for each corridor or floor. Between 15 to 36 students live on a corridor or wing sharing a hallway.

**Maria Hall** houses approximately 210 residents and is the location for our First-Year Experience program, as well as our transfer population. Each floor contains a common area lounge with a television and a small kitchenette with a sink, microwave, and refrigerator. The second-floor lounge is designated as a quiet study lounge with computers and printers.

**St. Joseph Hall** houses approximately 144 residents and is the location of our sophomore and upperclass programs. The building has three floors with double-occupancy rooms with communal bathroom facilities on each floor. Each floor has a common area lounge with a television and a small kitchenette with a sink, microwave, and refrigerator. The second-floor lounge is designated as a quiet study lounge with computers and printers.

**St. Catherine Hall** houses approximately 75 residents and offers both single and suite-style rooms. Two single rooms share a private bathroom, while suites consist of two double rooms with a private kitchenette, bathroom, and living room. Each floor contains two lounges with a television, a full kitchen, and laundry facilities. There is also a computer lounge located on the second floor.

**Mercy Hall** houses approximately 55 residents who are in the Honors Program. Each room has a private bath. There is also a kitchenette on the second floor, and two laundry rooms. The first-floor lounge is equipped with study stations.

## Information about Roommates

All first-year students will be assigned another first-year student as their roommate in St. Joseph Hall or other designated residence hall; sophomores are encouraged to live with another sophomore as part of the Sophomore-Year Experience program in Maria Hall; juniors and seniors are allowed to be roommates with another junior and senior. If a sophomore and a junior or senior would like to be roommates, an exception can be made; however, if a sophomore and a junior/senior decide to room together, they will only be able to select a room in Maria Hall. St. Catherine Hall is reserved for juniors and seniors only.

## Programs and Activities

Students and residence hall staff plan activities that cover a wide range of interests. Here are just some examples of past activities:

- Guest speakers on college life issues
- Board Game Night
- Nintendo Wii competitions
- Community service
- Study Tips
- College Living Fitness
- De-Stress Fesst

## Safety at Its Best

Georgian Court Security has a safety program for students living in the residence halls that stresses crime prevention, personal safety, and communication. Security officers patrol the campus around the clock 365 days a year. Residence halls are locked 24 hours a day, so residents use their ID cards to get into their halls. Visitors sign in at the front desk of each building, leaving a form of identification in exchange for a visitors pass. Residents must accompany their guest(s) at all times. The smoke and carbon monoxide detectors in every student room are serviced and cleaned annually, and all public areas have fire alarm systems. All Georgian Court residence halls meet or exceed fire code and safety standards.

## Clean and Well Maintained

Visitors often comment on the cleanliness of our campus in general and our residence halls in particular. We provide custodial services five days a week for all bathrooms, corridors, lounges, and other public areas. Each floor also has a complete recycling area.

## RESIDENTS' RIGHTS & RESPONSIBILITIES

We have designed our residence areas to be a cooperative living experience so all residents may reach their full potential as individuals and as students. Since a strong community depends on respect for the rights of others, considerate behavior, and good judgment, residents are expected to maintain high standards of personal conduct at all times. Behavior should reflect maturity and respect for the rights of other people as well as personal and university property. Behavior that threatens or endangers the safety or property of others will be subject to disciplinary action. Each resident is responsible for reading and adhering to the policies, regulations, and rules of conduct as set forth in the *Student Handbook* and the *Residence Life Handbook*, as well as other college publications.

**As a student living in a residence community, you have both rights and responsibilities.**

### **You are entitled to:**

1. pursue your personal and academic studies in an environment free from undue interference or disturbance from others;
2. your personal belongings and individual "space";
3. a clean living environment;
4. sleep without undue interruption; and
5. fair and impartial disciplinary procedures.

### **You are responsible for:**

recognizing and respecting individual differences;  
voicing your objections to others who infringe upon your rights;  
conducting yourself in a manner that is respectful of others;  
conducting yourself in a manner compatible with the mission and goals of the university;  
abiding by all federal, state, and local laws, as well as university policies and regulations as described in the *Student Handbook*, and the *Residence Life Handbook*, and other university publications.  
creating and maintaining an environment supportive of all identities

## RESIDENCE LIFE POLICIES

All students are responsible for reading and knowing the Student Handbook. The Student Handbook outlines all policies by which all students must abide, as well as disciplinary procedures. The following policies are in addition to those outlined in the Handbook and are applicable to all students when in the Residence Halls.

### **1. Alcoholic Beverages**

Georgian Court University fully supports the New Jersey Beverage Law, i.e.:

1. Individuals younger than 21 years of age may not purchase, possess, or consume alcohol. Only those of legal drinking age may purchase, possess, or consume alcohol. Within the residence halls, all students must be 21 years of age or older in order for alcohol to be consumed. If there is a student or an off-campus guest in the room under the age of 21, alcohol cannot be consumed. In addition, if one of the roommates is under 21, the room is considered a dry room; no one may possess or consume alcohol in a dry room.
2. The attorney general has defined "public places" as inclusive of residence hall entrances and lobbies, lounges, hallways and stairways, or common grounds of a college or university to which the general public by specific or implied invitation has access and in which an individual could have no reasonable expectation of privacy.  
Alcoholic beverages shall not be possessed or consumed in any outdoor area, hallway, stairwell, laundry room, or any other common area of the residence halls.

The transporting, sale, and distribution of alcoholic beverages to persons under legal drinking age is a serious criminal offense. Individuals can be held both criminally and civilly (i.e., lawsuits for damages and negligence) liable for the injury or death of any person resulting directly or indirectly from the distribution and/or sale of alcoholic beverages to a person under the legal drinking age.

Students who are 21 years of age or older are limited to one case of beer OR one bottle of wine OR one fifth of liquor (normal sized bottle) in their room. In addition, the use or possession of large quantities of alcohol (e.g., beer balls, kegs, multiple cases of beer, large bottles of alcohol, etc.) will be considered a violation of the alcohol policy.

## 2. Illegal Drugs

Illegal drugs and/or drug paraphernalia are forbidden on campus. All drugs and/or drug paraphernalia may be confiscated by campus security officers and/or Georgian Court University officials and turned over to the Lakewood Police Department. Students can be held accountable if a professional staff member determines the odor of marijuana is present. Students who violate this policy will be subject to strict disciplinary action and/or prosecution under applicable federal, state, and local laws.

Georgian Court University has a zero-tolerance policy for illicit drug use. All violators of this policy are subject to possible suspension/expulsion from campus housing and/or other disciplinary action. Georgian Court University fully supports the following policy regarding drugs/narcotics:

1. The use, possession, or sale of legal and/or illegal drugs or narcotics by a student will subject that individual to disciplinary action and/or legal prosecution under local, state, and federal statutes. The decision rendered will be determined by the circumstances of the student's involvement.
2. Georgian Court University makes available the facilities of its health and counseling centers for students who may have involved themselves in the misuse of drugs or alcohol and wish to seek aid in altering this pattern of behavior.
3. Georgian Court University will promote and encourage programs designed to explore the problems of drug and alcohol abuse. Failure to comply with civil laws with respect to stimulants, depressants, narcotics, and other drugs also subjects students to disciplinary action. Georgian Court University reserves the right, in the event of a serious violation or criminal conviction in this matter, to terminate student status at this institution. The use of illicit drugs is associated with many health risks, including hepatitis, HIV, addiction, and impaired ability to function. Alcohol abuse is associated with impaired coordination, decreased mental alertness, and many other health risks. Health risks of illicit drug use and alcohol abuse increase with prolonged use.

*Please note that misconduct while under the influence of alcohol and/or other drugs is viewed as a violation of the alcohol and drug policy and will be disciplined under that policy.*

*Any violations of this policy are subject to disciplinary action, including removal from residence.*

## 3. Weapons

A "weapon" can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including, but not limited to: all firearms, including air rifles and pellet guns, bow and arrows, ammunition, knives (other than kitchen knives), martial arts weapons, brass knuckles, explosives, and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property. Residence life reserves the right to enter a resident's room at any time with reasonable suspicion. If a resident is found to be in possession of any of the above described items, the coordinators of residence life will notify the proper authorities and it may result in a judicial sanction or in some cases expulsion from the university. Internal combustion engines are not permitted.

## 4. Cyber Bullying

The New Jersey Attorney General's Office has adopted an aggressive, multipronged approach ranging from criminal investigation and prosecution to civil enforcement actions against cyber-harassment. Georgian Court University does not tolerate bullying/harassment in any form, and all members of the university community are expected to promote a safe and secure environment. Students posting malicious and untrue comments through the use of information and communication technologies such as e-mail, cell phones, social networking and other Web sites, or forums about others' personal lives—including sexual behavior, personal information, and physical characteristics—is considered cyber-harassment, which includes stalking, bullying and/or sexual exploitation. Anyone knowing of any such behavior by any student or member of the Georgian Court community should report these actions immediately to the dean of students by calling 732.987.2601.

## 5. Social Media

Residents are considered representatives of Georgian Court University. As such, conduct and use of social networking must be discretionary. Therefore, any derogatory or negative reflection of the university community is strongly prohibited on any social network. Any student found to be involved in this kind of behavior will be subject to disciplinary action, which may include removal from residence and/or the university.

## **6. Campus Sexual Assault and Victim's Bill of Rights**

Please visit [Georgian.edu/title-ix](http://Georgian.edu/title-ix) to view the entire Sexual & Gender Based Misconduct Policy.

For questions and advice on sexual misconduct, or to make a report, please contact one of the following individuals:

Non-Confidential:

Title IX Coordinator:

Tracey Owens  
Director, Human Resources  
851 Lakewood Avenue  
[towens@georgian.edu](mailto:towens@georgian.edu)  
Tel: 732.987.2287

Deputy Title IX Coordinators:

Kathleen Boody  
Dean of Student Success  
Jeffries Hall  
[kboody@georgian.edu](mailto:kboody@georgian.edu)  
Tel: 732.987.2490

Amani S. Jennings  
Dean of Students  
206 Casino Building  
[ajennings@gerogian.edu](mailto:ajennings@gerogian.edu)  
Tel: 732.987.2601

Mary Williams  
Associate Athletics Director  
[mwilliams@georgian.edu](mailto:mwilliams@georgian.edu)  
Tel: 732-987-2472

Confidential:  
The Counseling Center  
Casino 2nd Floor  
732-987-2680

Health Services  
Casino 2nd Floor  
732-987-2756

Father Anthony DiPalma, Chaplin  
Mercy Hall 1st Floor  
732-987-2620

Providence House  
Jeffries Hall 127  
732-987-2479

Campus Sexual Assault Victim's Bill of Rights

Georgian Court University is committed to the Bill of Rights as established by the state of New Jersey, which articulates policies, procedures, and services designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. For a complete copy of the Campus Sexual Assault Victim's Bill of Rights, please see the Campus Safety Brochure.

## 7. Domestic Violence

The state of New Jersey has changed its position on the interpretation of the “Domestic Violence” Statute; therefore, roommates and suitemates that are associated with acts of physical violence are subject to state laws.

Inflicting mental or bodily harm upon any person, whether in person, electronic or third party means; engaging in any action from which mental or bodily harm could result; causing a person to believe that the offender may cause mental or bodily harm; demonstrating disrespect through verbal or physical action.

## 8. Moral Growth and Responsibility

Georgian Court University is a Mercy institution grounded in the Roman Catholic tradition. As a result, the faculty, staff, administration, and students are informed by the Mercy core values and the principles of the Catholic faith. Those values and principles reinforce that sexual intercourse is to be reserved for marriage.

Cohabitation, especially that of a sexual nature, is prohibited in the residence halls.

## 9. Campus Smoking

Georgian Court University has a responsibility to its students and employees to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

Georgian Court University therefore has set the following policy regarding smoking:

1. Smoking is prohibited in all campus buildings and outside areas of the campus where nonsmokers cannot avoid exposure to smoke.
2. Smoking is permitted in designated smoking areas only. These areas are located a minimum of 25 feet from building entrances, windows, and ventilation systems. These areas are clearly marked with signs.
3. It is the university's intent to encourage all individuals, both smokers and nonsmokers alike, to cooperatively work together in the implementation of the policy concerning smoke-free facilities.
4. A formal warning will be the first level of enforcement. After a warning is issued, the Office of Security will issue tickets to those campus community members violating the policy. A fine of \$25 will be collected for each violation.

## 10. Visitation and Guests

The residence halls are home to the community of students who live there. To support the safety of this community, entry to the floors is managed through shared responsibility between the residents and the university.

All buildings are secured with a door which is locked 24 hours a day, granting access to all resident students. Students and guests who wish to visit a student in the hall may only enter and exit the building through the front entrance. Use of any other entrance is strictly prohibited. Never open the doors for someone or let someone follow you into the hall unless s/he is a resident of the hall or your personal guest. You must escort all guests/visitors to the room they are visiting and not leave them to wander from room to room. Visitors are permitted in your room. *You are responsible for the behavior of any visitor while he or she is on campus. Please be considerate of your roommate's right to her or his room. Roommates may never be locked out or barred access to their rooms at any time, regardless of the duration of the visit.*

Visitors are permitted in the residence halls only during the following times:

Monday–Thursday: 8:00 AM–10:00 PM

Friday: 8:00 AM–2:00 AM

Saturday: 10:00 AM–2:00 AM

Sunday: 10:00 AM–10:00 PM

Guests/visitors whose behavior or presence detract from the community atmosphere or impinge on any resident will be required to leave immediately.

1. All guests/visitors must be 18 years of age. All guests/visitors that live off-campus or are non-GCU students must be called into the front gate (ext. 2611).
2. All visitors are required to check in at the front desk and leave their ID. This procedure must be completed each time the visitor enters or leaves the building.
3. Visitor passes must be returned to the front desk. Loss of a visitor pass will result in a \$50 fine.
4. All visitors must be accompanied by the resident they are visiting at all times.

5. All visitors must carry a visitor pass with them at all times and be able to present it upon request. Visitor passes will be issued to the visitor upon leaving a valid form of ID with the desk assistant or resident assistant.
6. All visitors may park their vehicles in Lot D, located behind Maria Hall and St. Joseph Hall.
7. Visitors may not make use of residence hall equipment including: computers, washers and dryers, showers, exercise equipment, etc. They may use kitchen and lounge areas when accompanied by the resident they are visiting.
8. Visitors must use the correct gender bathroom. Bathrooms located on a floor/wing are for the same gender as the residents of that floor (i.e., on a men's floor, the bathrooms are for men). Bathrooms for both genders can be found on the lower levels of St. Joseph and Maria halls, and on the first Floor of St. Catherine Hall.
9. Visitors who appear to be intoxicated when they arrive will not be permitted to sign into the residence hall as a visitor.

\*Please Note: For fire safety reasons, St. Joseph and Maria halls may not have more than six people in a room at any given time. St. Catherine Hall may not have more than eight people in a room at a given time.

Overnight guests of the same gender are permitted in your room. Please contact the RA on duty in your building between 7:30 PM and 10:00 PM. Your roommate must sign the form if present on campus for an overnight guest stay to be approved.

Residents will need to complete a form with the guest's name and a contact and phone number in case of an emergency. If your guest is not registered, a residence life staff member or security officer may ask that the visitor leave campus immediately or face trespassing charges.

Students may not have an overnight guest more than three times per month. Any guest may only be hosted three times per month. Residents whose guests prove to be problematic, violate school rules, or exceed the permitted number of stays may lose the ability to return to the residence halls for a length of time to be determined by the Office of Residence Life.

## **11. Quiet and Courtesy Hours**

All residents are expected to follow Courtesy Hours by respecting those around them at all times. If someone is responsible for noise that distracts you, regardless of the time of day, you should politely ask that person to keep the noise level down. That person has an obligation to comply, within reason. Only if this has been done and the results have not been satisfactory should you go to your RA and ask her or him to intervene. Quiet Hours during Exam Week are 24 hours.

Quiet hours are the same as visitation hours, and are as follows:

Monday–Thursday: 8:00 AM–10:00 PM

Friday: 8:00 AM–2:00 AM

Saturday: 10:00 AM–2:00 AM

Sunday: 10:00 AM–10:00 PM

Failure to comply will result in residence life sanctions or removal from residence.

## **STUDENT CONDUCT PROCESS AND PROCEDURES**

Students should see the Student Handbook for specific information on the student conduct process and procedures.

## FIRE SAFETY

Due to fire code regulations and inspections, no candles, halogen lamps, hurricane lamps, fireworks, explosives, or any other device with an open flame or combustible substance is allowed.

Interfering with the proper functioning of a fire alarm system or tampering with or removing fire hoses, extinguishers, smoke or heat detectors, and/or fire safety apparatus are grounds for disciplinary action and/or arrest.

### Fire Safety Drills

Fire drills will be held throughout the year. When the alarm sounds, vacate the building immediately. Residents should know all exits in their building. When the fire alarm sounds, the law requires that you leave your room immediately. Please close your room door behind you and leave the building through the nearest exit. **If you fail to leave and are discovered by the fire department, severe civil fines are possible.**

Outside, please move at least 50 feet from the entrance of the building. Please do not enter until the "all clear" is sounded or told to you by authorized persons. Security and/or members of the Office of Residence Life will be on hand to direct you during all fire drills.

### Shelter in Place

During an emergency when it is unsafe for residents to leave the building, a shelter-in-place alarm will be called. During this alarm, students are to report to the area that has been designated for their building. Students should remain calm and follow the instructions of the RA or building marshal. Students should remain in the shelter-in-place area until they are notified that it is safe for them to leave.

### Propping Residence Hall Doors

Do not prop open outer hall doors. Serious disciplinary action will be exacted for such behavior, as this breaches security for everyone in the hall.

## KEYS

Students are provided with a room key, and their student ID card will allow them access to all three residence halls. Students should not give their key or ID card to anyone. Any person with a key or ID card not assigned to them will have it taken by a security officer and/or a residence life staff member, and an incident report will be written and given to the dean of students.

### Lock Outs

If you find yourself locked out of your room, you should first try to find your roommate (if you have one) to let you in. If you cannot find your roommate, you should then try to locate an RA. Lockouts are \$10.00 and will be charged to your student bill. If you find yourself locked out of the building, you will be charged \$25.00. Lock out charges will be added to a student's bill on a monthly basis.

### Lost Keys

If you lose your key, immediately notify the Office of Residence Life. The office will make arrangements to have the lock changed on your door and a new key issued to you and to your roommate. There will be a \$125 charge for the cost of a lock change. Do not duplicate any key. If you turn in a duplicate key at checkout, you will still be billed for changing the lock. You will also be charged if you lose your ID card. Lost key charges will be added to a student's bill on a monthly basis.

### Securing Personal Property

Keep your room door locked at all times and carry your keys with you. If you do have something stolen, please notify your RA and/or Security as soon as possible. A staff member will complete an incident report, and an investigation will take place. Some insurance policies have provisions covering lost or damaged property of a student from student housing. If needed, staff can assist you with contacting the police department. *Georgian Court University assumes no responsibility for loss of or damage to personal property.*

## FURNITURE

School furniture may **not** be removed from the room without advance permission from the Office of Residence Life. No

furniture of any kind, whether owned by the school or privately owned, may be left in the hallways. Alterations to school furniture are **not** permitted, and furniture may be used only for its intended purposes.

Removal of furniture from public areas into the living spaces is prohibited.

No outside beds are permitted. Only beds provided by the university are allowed.

## YOUR LIVING SPACE

Residents are responsible for removing waste material regularly, maintaining satisfactory health and life safety standards, and cleaning their rooms, including all furniture, fixtures, and appliances. The university reserves the right to ask residents to clean living spaces if their condition represents a health and safety concern or will result in deterioration of the facilities. Failure to comply with such a request may result in a charge to cover the university's costs for the cleaning and/or removal from student housing.

### Cooking

All cooking must be done only in the kitchen area, not in individual rooms.

### Decorating Your Living Space

You are permitted to arrange and decorate your room the way you like within the guidelines herein. If you are sharing a room, discuss decoration ideas with your roommate before investing in specific items.

### Decorating for the Holidays

Due to fire risks, no live, cut, or artificial trees or wreaths and no Christmas string lights may be used in the residence halls and individual rooms. Additionally, no sheaves of corn, etc., may be permitted for Halloween or Thanksgiving decorations. Due to fire regulations, you may not wrap your entire door. Decorations in the hallway may not restrict access or include flammable materials.

### Guidelines

1. Walls and doors may not be painted, wallpapered, or paneled.
2. Nothing may be hung from the ceiling or cover the heating unit, fire alarm, or fire sprinklers.
3. Decorations outside of your room may only be hung on your door and may not extend onto the walls or above the top of the door.
4. The curtains in the bedroom windows may not be removed.
5. Standard issue bed risers are permitted—no cinderblocks.
6. Furniture is to be used for its intended purpose. No furniture is to be disassembled or removed.
7. No objects may be hung in or out of windows.
8. Outside antennas are not permitted.
9. Residents are not permitted to structurally modify or to authorize or order the structural modification of their rooms or any other part of the buildings. Residents may not alter, replace, or install locks or other security devices.
10. Residents may only utilize power strips, surge protectors or three-pronged extension cords in their rooms. All other extension cords are prohibited and will be removed if found to be in use.
11. No holes can be drilled into the walls or ceiling for any reason.
12. Residents in Maria Hall and St. Joseph Hall may only use transparent tape or masking tape to affix items to the walls. "Sticky tape" is allowed, but double sided tape is not. All residues must be removed before checkout or charges will be billed to the student.
13. Residents in St. Catherine Hall must use painter's tape. All other tapes will result in wall damage. If there are damages to the wall, charges will be billed to the student.
14. No modification can block a room entrance/exit (including windows) or the vents of the room's heating/cooling systems, nor can room modifications extend into the hallway. Damage to the woodwork, walls, hallway, or hallway carpet as a result of this modification will be charged to each resident in the room (unless one resident accepts responsibility).

If you have any questions about decorations, ask your RA.

**Please note that you are required to return the room to its original condition as indicated on the Room Condition Report (RCR) prior to moving out. Failure to do so will result in damage charges.** The Office of Residence Life and dean of students will have the final say as to whether or not a living space has been damaged.

## Electrical Appliances

Any electric device used in student housing must be UL (Underwriters Laboratories) approved, which precludes homemade electrical devices.

Extension cords are not permitted for use in resident rooms unless they are three pronged. It is suggested that residents use power strips or surge protectors with automatic shut-off switches to plug in all electronic equipment. You may have one small refrigerator (less than 4.4 cubic feet) in your room. All other appliances (including hot plates, broilers, toasters, toaster ovens, electric frying pans/skillets and microwaves) are to be used only in common kitchens.

At no time should a resident have a pole or any type of bar attached to any wall or ceiling in their residence hall room.

**Georgian Court University is required to confiscate anything not in compliance with the law if its owner does not remove it after notification.**

GCU strongly encourages students to equip their residence hall rooms with lighting, computers, stereos, TVs, and other products that have earned the EPA's ENERGY STAR label. A room outfitted with these energy-efficient products can save on energy costs reduce pollution, and help protect the environment.

## Incense and Candles

Incense and candles are **not** permitted in any residence area. Both present a serious fire hazard.

## Pets

Students in the residence halls may have non-poisonous, non-dangerous aquarium fish (no frogs, turtles, salamanders, etc.). One aquarium, 10 gallons or smaller, per room is permitted.

**No snakes, spiders, gerbils, hamsters, birds, ferrets, cats, dogs, etc. are permitted in the residence halls.**

Violations of this policy are subject to removal from residence and other disciplinary action.

## Recreational Equipment

Students are allowed to have most recreational equipment in their rooms. However, due to the potential for severe damage to the floor, weight-lifting equipment is not permitted in residence hall rooms. The use of sporting equipment in the hallways or indoor common areas is not permitted.

## Skateboarding, Roller Skating, and the Use of Scooters

Skateboarding, roller skating, and the use of scooters are only permitted on the south side of campus, which includes the area in front of the residence halls, down to the Apollo Fountain and the area around the Mansion. These areas have been designated as low traffic areas, which are safer for these types of activities. Skateboarding, roller skating, and the use of scooters are not permitted inside any building on campus.

## Sales/Solicitation

Sales and solicitation of any kind are not permitted within the residence areas. Anyone found soliciting should be escorted out immediately, and security and your RA notified.

## Screens

Do not remove window screens. Removal of a window screen will result in a damage charge. If your window screen falls out, report it to your RA immediately so that it can be replaced.

## Health and Safety Inspections

Georgian Court University reserves the right to enter and inspect rooms at any time for fire or health hazards, maintenance requirements, and determination of compliance with Georgian Court University regulations. Building inspections will be done once a semester in conjunction with the fire marshal. Your RA will complete a health and safety inspection periodically throughout each semester. The student does not need to be present. The staff members will knock before entering. When RAs are conducting inspections, they will do so in pairs.

Georgian Court University reserves the right of entry to rooms by authorized university officials for the purpose of search

and seizure if there is probable cause that a student is using a residence hall room for purposes that are illegal, would seriously interfere with campus discipline, or would constitute a health hazard. The dean of students will authorize the search. A Georgian Court University security officer may be present. The student or their designee does not have to be present or informed of the search.

Georgian Court University has the right to authorize the use of a search warrant by Lakewood Township police. A copy of the authorization form will be provided to the student(s) whose room is being searched, and a receipt will be given for any property confiscated. Georgian Court University assumes no responsibility for the theft, destruction, or loss of confiscated property.

The following items are prohibited and will be confiscated in the event they are found:

1. Appliances with an exposed heating element
2. Ammunition
3. Extension cords or multi plug adapters that lack a built in surge protector/preacher. Power strips, even with surge protectors, cannot be strung together or plugged into one another
4. Halogen lamps, decorative string lighting, or oil lamps
5. Incense or incense paraphernalia
6. Candles of any kind
7. Curtains, wall tapestries, flags or other wall hangings, unless they are made from fabrics that are compliant with NFPA 701 flammability standard.
8. Flammable or combustible liquids or gases
9. Engines, engine parts, lubricants and fuels
10. Fireworks, explosives, flammable liquids, fuels, paint thinner combustible materials or engines
11. Live trees or wreaths from live foliage
12. University, municipal or private property not authorized to be in the student's possession
13. Pets or animals, including lab specimens (except fish in a tank of 10 gallons or smaller), unless required by applicable law
14. Swimming pools
15. Dart Boards
16. Weapons of any kind (See rule 11 in student handbook)
17. Paintball guns, air rifles, bb guns, sling shots, arrows, and any other sporting equipment, toy or device which may cause injury or which a reasonable person may believe is a weapon
18. Illegal drugs or paraphernalia

## **Marriage**

Residents who marry before graduation from the university must notify the Offices of the Registrar and Residence Life. Residency for these students is determined on an individual basis.

## **Pregnancy**

It is strongly recommended that residents who are pregnant notify the Office of Health Services. While a pregnant student is permitted to live in residence during her pregnancy, once she has given birth, she may not reside in residence with her child.

# **RESIDENT SERVICES**

## **Dining Services—Sick Trays**

All resident students are required to have a meal plan. If you find you are ill and cannot get out of bed for a day, ask a friend to assist in getting a meal for you. This will allow you to have a friend deliver a meal tray to your room for that day. If the sickness continues another day, make arrangements to seek medical attention through the Health Center before we continue to have food brought to you.

## **Health Services**

The Health Center is staffed with registered nurses and a part-time physician who provide confidential medical care FREE to

all students, regardless of insurance coverage. The nursing staff provides limited medications and supplies free of charge for illnesses and injuries, referring patients to a physician or hospital as necessary.

## **Mail Room**

The Mail Room is open from 7:30 AM to 3:30 PM, Monday through Friday. Located in the St. Joseph Hall basement, the mail room is responsible for the distribution of all incoming mail and intercampus mail and the posting and shipping of all outgoing mail and parcels in accordance with United States Postal Service rules and regulations. Special services, such as certified mail, priority mail, and express mail, are also provided. All resident students, especially graduates, should fill out forwarding address forms so all first-class mail can be forwarded to their homes.

All resident students will be issued a mailbox that they will be responsible for checking on a daily basis. Resident mailboxes are located in the residence halls. Postage stamps are available through the University Bookstore.

## **Technology**

Every residence hall room is equipped with cable service. No satellite dish or antennas may be installed on Georgian Court University property.

The majority of campus is wireless capable. Each residence hall room is also equipped with fiber-optic cabling for access to the Internet and the campus network. Arrangements to have your computer hooked up to the campus network may be made through the Office of Information Technology. The use of surge protectors is recommended with the connection of any computer and/or other electronic equipment in the residence halls.

Phones are available for students to use in the hallways of the residence halls. These phones can call any on-campus line or local numbers.

## **Medical Single**

Students seeking a medical single or special housing accommodations must provide appropriate medical documentation supporting the request. Decisions are made by the appropriate university office(s) (Health Center, Counseling Center, Office of the Dean of Students) in consultation with the Office of Residence Life as necessary. The documentation:

- must be from a qualified licensed professional such as a physician, psychiatrist, psychologist, etc.
- must include date(s) of diagnosis or assessment, treatment plan information, patient response, prognosis, and a specific description of why a medical single or special housing accommodations is necessary for the student's physical or mental health.
- must be received on original letterhead with the original signature of the treating physician or mental health service provider.
- will not be accepted from a blood relative.

It is the university's expectation that during the term of the housing agreement, the student will adhere to the treatment plan assisting in their need. A medical single or special housing accommodations will not be automatically granted from one academic year to the next. A student will need to supply ongoing supporting documentation stating the student's progress, ongoing diagnosis, and documentation of the continued need for a medical single or special housing accommodations.

**Decisions are made based on the most recent supporting documentation and specific recommendations of the appropriate professionals.**

## **CHECK-IN/CHECKOUT PROCEDURES**

**Students must be cleared by the Offices of the Student Financial Services and Health Services and registered for at least 12 credits before they can be issued a key.**

### **Check-in:**

A residence life staff member will issue keys. Parking permits are available through the Student Financial Services Center.

All residents must complete a Room Condition Report (RCR) with a resident assistant and sign it. This evaluates the condition of the room and its contents. Students must keep the same furniture throughout the academic year.

All residents should be specific about the condition of the room and its contents. If you do not list something on the form as damaged or in disrepair, a charge will be applied to your student bill. If damage occurs during the year, submit a maintenance request through [mainreslife@georgian.edu](mailto:mainreslife@georgian.edu).

All residents are also required to complete an Emergency Information Form. This information will only be used in cases of emergency.

### **Checkout:**

It is essential that you follow through on the formal checkout procedures with the residence life staff whenever you move out of a residence hall room.

**All students are invited to complete an express checkout at the end of the semester. An express checkout relies on you removing your personal belongings and completely cleaning your space out without setting up an appointment. After you have finished, your key will be placed in an envelope provided by Residence Life, and submitted to you RA.**

**If you complete an express checkout, you waive any right to appeal damage charges. If you would like to retain that right, you must sign up for checkout at least 24 hours in advance with your resident assistant:**

See "Room Damages and Appeals" for more information on damage charges and the appeals process.

1. Make an appointment with your RA or another residence life staff member to checkout.
2. Have all of your belongings moved out of your residence hall before your scheduled checkout time (to your car, summer storage space, etc.).
3. Clean your living space thoroughly before leaving!
  - Dust window shelves, dresser drawers, and wardrobe.
  - Sweep the floor.
  - Remove all personal belongings (posters, clothes, rugs, wall tape, etc.), or you will be charged for its removal.
  - Close and lock your window and close your curtains.
4. A residence life staff member will come by for the appointment. The staff will check the residence area for all the furniture and note any damages.
5. You will sign your Room Condition Report and the damage sheet. If you wish to appeal any of the charges, you must do so at checkout. No appeals will be permitted after you have checked out of your room. The Office of Residence Life will evaluate your appeal, and you will be notified of the status of your appeal.
6. Return your key to a residence life staff member.

**All appeals for spring semester will be decided no later than June 15.**

### **Room Damage Charges and Appeals**

Normal wear and tear in a room is expected. Damage beyond this will be charged to your account. The university may hold your grades or take other action to ensure payment if damage costs are not rectified. Damage to common areas such as hallways, restrooms, lounges, etc., that is the result of vandalism or maliciousness, will be charged to those persons responsible or to residents of the area if no one is identified. Damage charges will be added to a student's account on a monthly basis.

During checkout, a residence life staff member will list all damages to your room on a room inspection sheet. If you wish to appeal these charges, you must sign the sheet indicating what charges you are appealing, the basis for your appeal, and any evidence you can provide that you are not responsible for the damage. If you are claiming that your roommate caused the damage you must obtain his or her **written** agreement either during checkout, or in advance.

The Office of Residence Life will decide whether your appeal is granted or denied. In cases where there is a dispute regarding damage versus normal wear and tear, the dean of students will make the final determination. **No appeals will be permitted after checkout is completed.**

Damages to public areas of a residential hall will be charged equally to all the residents within that wing, floor, or hall when the person(s) responsible cannot be identified.

### **Damages and Fines (a partial list):**

- Bed mattress missing/damaged: \$130
- Bed frame: \$220
- Bulletin board damage: \$5–25
- Ceiling repairs: \$25 and up
- Chair (broken): \$30
- Chair (missing): \$85
- Clean furniture: \$100
- Cleaning room: \$250
- CO detector (damaged/missing/ battery replacement): \$60
- Curtains and blinds (missing or broken): \$35–55/panel
- Desk (missing): \$125 and up
- Desk (broken): \$50 and up
- Dining set: \$125 and up
- Door repair/replace: \$25 and up
- Dresser/armoire: \$75 and up
- Floor/carpet cleaning: \$50–750
- Furniture, miscellaneous: \$25 and up
- Holes (bigger than a regular nail): \$5/hole and up
- Key card: \$50
- Kitchen equipment: \$25 and up
- Lost room key replacement/lock replacement: \$125
- Light fixture (damaged or missing): \$25–250
- Living room furniture: \$50 and up
- Microwave: \$100 and up
- Nail/screw holes: \$2/hole
- Patch and paint: \$25–150
- Reassemble furniture: \$25–50/item
- Refrigerator: \$100 and up
- Remove unauthorized items: \$25/item and up
- Screen (damaged): \$35
- Screen (missing): \$100
- Smoke detector (damaged/missing/battery replacement): \$60\*
- Telephone/cable box: \$50
- Wall repaint: \$50–100/wall

*\* This is a violation of university policy and federal, state, and local laws and will be handled through disciplinary process.*

## **VACATING THE RESIDENCE HALLS**

### **Breaks**

All residents must vacate their rooms by the posted dates and times. During Winter Break, you may leave most of your possessions in your room. However, the school cannot assume responsibility for their safety.

### **Students will need to vacate their rooms on the following dates:**

- Thanksgiving Break            11/20 12:00 PM until 11/25 12:00 NOON
- Winter Break                    12/19 12:00 PM until 1/20 12:00 NOON
- Spring Break                    3/2 12:00 PM until 3/10 12:00 NOON
- Easter Break                    4/16 12:00 PM until 4/22 12:00 NOON

**Rooms must be vacated by 12:00 PM on the first date of the break until 12:00 NOON on the last day.**

### **Withdrawing from the University**

If you must withdraw from the university before the end of the semester, or drop a sufficient number of courses so that you are carrying less than 12 credits at any time during the semester, you must leave student housing. Make your arrangements accordingly, as we have no way to accommodate exceptions to this policy.

## Vacating

We do not have storage facilities for student belongings. All rooms must be vacated. All belongings left and not claimed 48 hours after a student vacates will be donated or disposed of after the student has been notified by certified letter and given the opportunity to claim their belongings.

## Voiding Housing Contracts

Residence housing costs are kept as low as possible by budgeting for an entire year's occupancy for each student requesting space. After you've signed a Housing Contract, you are obligated to the annual cost of room and board as long as you are a student at Georgian Court University for the year in question. As long as you attend Georgian Court University during that time, this lease remains in effect. After you've moved in, there is no room refund available. If you are removed from the residence halls for disciplinary reasons, you will not receive a refund of your annual housing costs.

## HOUSING CONTRACT MODIFICATIONS

No room or roommate changes will be permitted before room change week. Room change week is held during the second week of each semester. If, by that time, you've made a sincere and obvious effort to resolve problems but roommate differences seem irreconcilable, a room change may be in order. Please contact a residence life staff member to facilitate this process. All room changes must be approved by the Office of Residence Life prior to any move.

### Room Change Procedure

1. Secure a Room Change Request Form from a residence life staff member. This ensures all persons involved are fully aware of, and agree with, the proposed change. Please keep in mind that it is your responsibility to locate another roommate. All persons involved in a switch must sign that they agree with the change. Also, if you request the change, you will be the one expected to move—not your roommate.
2. Turn in the Room Change Request Form to the Office of Residence Life by the deadline. You will check out of your old room and into your new one, and keys will be exchanged.
3. If your change is not approved, you may meet with a staff member from the Office of Residence Life.

It is understood that if at any time during the academic year a student is left without a roommate, the university will work with that student to obtain a new roommate.

- Under no circumstances may a resident change rooms without prior approval.
- We may not be able to fill requests to move into private rooms. If such a request is approved, a fee of \$1,100 per semester will be issued.
- We will not approve room changes during the last two weeks of a semester.
- Room changes based on another's race, religion, or sexual orientation will not be approved.
- Room changes are only available during room change week. Any other requests will be on a case-by-case basis.

### Room Repairs

At anytime if repair work is needed in your room, you may submit a maintenance request by emailing [mainreslife@georgian.edu](mailto:mainreslife@georgian.edu). Maintenance repairs can take anywhere from 1-5 days depending on the severity of work. Please allow the facilities department to work diligently on your behalf. When submitting use the following format as a sample:

Name: *Student A*

Description: *Closet doors are off the hinge*

Location: *Maria Hall Room 555*

Consent: *Permission to enter at anytime*

Cell Number: *555-555-5555*

Do not attempt to make repairs yourself. Report damages immediately, so a small repair may be caught before it turns into a major expense. If gross negligence or abuse on your part causes the damage, you will be held responsible for the cost of the repair work. Otherwise, the university will handle all repair costs.

### Room Selection

All students will be notified through their campus e-mail of the dates and procedures for reserving space in the residence

halls for the following academic year. Please note that a \$250.00 deposit is due April 1 of every year to participate in room selection (date is subject to change). A student may not participate if they are currently on residence life probation. They may however, submit a housing contract that will be assigned by the Office of Residence Life for operations.

## **Recycling**

Recycling is mandatory in the state of New Jersey. Receptacles for recycling glass, aluminum, and paper are provided in the residence halls.

## **Meal Plans**

All resident students are required to have a seven day meal plan. For more information regarding the meal plan please visit the dining Web site at [www.dineoncampus.com/gcu](http://www.dineoncampus.com/gcu).

# **BED BUG CONTROL & RESPONSE PROTOCOL**

The purpose of this protocol is to provide the campus community with a timely and effective response to a report of Bed Bugs.

A unified and consistent response to a reported Bed Bug incident by Georgian Court University will accomplish the following:

1. Positive identification of Bed Bugs within a residence.
2. Relocation of affected resident/s to a temporary residence.
3. Prevention of the spread of Bed Bugs to other residences.
4. Eradication of Bed Bugs within the affected residence.
5. Repatriation of the affected resident/s to their original residence.

Upon receipt of a report of Bed Bugs, Student Life personnel will notify the Facilities department who will alert the University's pest control contractor to conduct a room inspection. The University's pest control contractor will perform the room inspection and report its findings to the Facilities department within 24 hours.

If Bed Bugs are positively identified, Residence Life Personnel will immediately share a copy of the University's Bed Bug FAQ's and Bed Bug Control Protocol with the resident.

Residence Life Personnel will immediately call the facilities department so extermination services can be arranged. Residence Life Personnel will call the University's Health Center and inform them that Bed Bugs have been identified in a residence.

The affected resident/s will be instructed by Residence Life personnel to remain in their residence and select one complete change of clothing and place it in a plastic bag (provided by Residence Life personnel). Residence Life personnel will launder the clothing in hot water and dry the clothing in a hot dryer. (Drying unlaundered clothing in a hot dryer will be sufficient to kill any bedbugs found in clothing/bedding) Residence Life personnel will take the freshly laundered (or dried) clothing and place it in a new plastic bag (provided by Residence Life Personnel).

Residence Life Personnel will return to the affected residence with the freshly laundered clothing. They will instruct the affected resident/s to take a shower and immediately change into the freshly laundered clothing.

The resident will then be immediately relocated to a temporary residence by Residence Life personnel. They will leave all their possessions behind in the affected residence. They will remain in their temporary residence until extermination and laundry services are completed.

Facilities personnel will remove and dispose of all mattresses and box springs in the affected residence. Throw rugs/area rugs will be discarded. Pillows and curtains will also be discarded unless acceptable laundering of the items can be accomplished.

Residence Life personnel will make arrangements to have all of the resident/s clothing and bedding laundered.

The University's extermination contractor will be asked to visit the affected residence after the removal of clothing and bedding and apply Cryogenic agent (liquid carbon dioxide) to the room and its contents. Additionally, crack and crevice

treatment (pesticide) will be applied during the same visit.

Our extermination contractor will be asked to treat the adjoining rooms and the room directly above and directly below the affected room with crack and crevice treatment.

Facilities Department personnel will replace the bed/s and curtains.

Residence Life personnel will allow the affected resident/s to return to their residence. Residence Life personnel will arrange for the return of the affected resident/s clothing and bedding.

Periodic checks (weekly then monthly) will be made on the resident/s by Residence Life personnel to assure that complete Bed Bug control has been achieved.

## PROHIBITED ITEMS

Prohibited items include but are not limited to:

1. Candles and incense
2. Hurricane/halogen lamps
3. Any flammable liquids
4. Fireworks
5. Oversized cloth posters
6. Cloth flags
7. Microwaves
8. Toasters/hot plates
9. Space heaters
10. Curtains
11. Pets

## EMERGENCIES

### Medical Emergencies

During a medical or psychological emergency, contact any residence life staff member or Security for assistance at ext. 2611. Residence life staff or Security will contact emergency services and the Office of Health Services (during scheduled hours), who will respond to your location.

Address to use for emergencies:  
900 Lakewood Avenue  
Lakewood, NJ 08701

Do not forget to report the specific building in which you are located.

If it is not a severe, life-threatening emergency, you may choose to go to the hospital with the help of friends or by using a taxicab.

### Basic First Aid

First-aid supplies (such as adhesive bandages, and ice) are available from the Health Center and residence life staff.

### Non-Medical Emergencies

In the event of a non-medical emergency, such as a crime in progress, contact a residence life staff member or Security. In the event of a maintenance emergency, such as a flooding bathroom, contact a residence life staff member or Security.

### Tornado Warning

During a tornado watch, stay away from all windows. Do not leave windows open during this time, since that allows greater damage to the building. In the event of a tornado warning, residents should congregate in the lower lounge away from all windows.

## **Hurricane Evacuation from Residence Halls**

Please keep your RA informed of your whereabouts during a hurricane warning or evacuation. This is extremely important, as we may have to move out quickly. If ordered to evacuate, gather up a blanket and pillow, personal hygiene items, and special medications or food, and go to the lobby of your residence hall. SEXUAL & GENDER-BASED MISCONDUCT POLICY

## **RESIDENCE LIFE STAFF CONTACTS**

### **Director of Residence Life, Coordinator of Residence Life for Operations**

St. Catherine Hall, Room 108

### **Hall Directors and Student Staff**

Lower Level, St. Joseph Hall

# **GEORGIAN COURT UNIVERSITY**

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**THE MERCY UNIVERSITY OF NEW JERSEY**

*The policies, regulations, and rules contained in the Residence Life Handbook are subject to change. This guide is provided to assist in promoting community in Georgian Court University's residence halls.*

*It is not intended to provide a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even if such conduct is not described herein, in the Student Handbook, or in other university publications.*

*The information in this handbook is accurate to the best of our knowledge as of December 2017. Georgian Court University reserves the right to correct or change copy without notice.*

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