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DORM PROCEDURES

1. **Submit the following documentation, along with a \$150.00 damage deposit. This damage deposit DOES NOT guarantee a room, and is a refundable charge upon leaving the dorm. Students must also complete a Residence Hall Application to be considered for a dorm room.**

****Dorm rooms will be made available on a first-come, first-pay basis. It is recommended that you complete ALL of the following mandatory paperwork, along with your Financial Aid application at least eight (8) weeks prior to the start of a semester.**

- ☐ Residence Hall Application
 - ☐ Residence Security Information Form
 - ☐ Personal Information Form
 - ☐ Background Check Form
 - ☐ Residence Hall Rules and Regulations
 - ☐ Notice of Meningococcal Disease Form
2. Apply for Financial Aid (HOPE and Pell) at the time that you complete the above-listed paperwork for housing. Students will need the 2017 Student and Parent Tax information to complete the 2019-2020 FASFA.
 3. Attend Orientation and register for classes. Completion of the Financial Aid process and payment in full (or payment arrangements) must be made prior to receiving confirmation of a dorm room.
 4. For additional information on the procedures for obtaining a dorm room, contact Vanessa Wall, the Assistant Vice President of Student Affairs, at vwall@southgatech.edu



RESIDENCE HALL APPLICATION

Any questions regarding your application should be directed to the Admissions Office located on the first floor of the Odom Center on the Americus Campus, or you may call 229-931-2760 or email tsmith@southgatech.edu

Make checks payable to South Georgia Technical College, and write "Dorm Deposit" on the memo line.

Please complete all requested information and return this form with your \$150.00 deposit to:

**South Georgia Technical College
900 South Georgia Tech Parkway
Americus, Georgia 31709-8167**

The semester room and board fee is \$2600 per bed, per semester, payable before move-in. (\$1462.50 for Summer semester)

Today's Date: _____

This application is for term beginning: *(Circle)* Summer Fall Spring

Indicate status: *(Circle)* New Student Returning Student Transfer Student

Name _____
Last First Middle

Circle one: Male Female Social Security Number _____

Street Address: _____
City State Zip

Mailing Address: _____
City State Zip

Date of Birth _____ Cell Phone Number _____

Student's Email Address _____

Academic Program of Study _____

If under age 18, Parent or Guardian Name(s) _____

Home or Cell number (____) _____

Street Address _____

Email Address _____

ROOMMATE PREFERENCE

In order to request a specific roommate, the request must be mutual between the two parties involved. Determination of priority for your housing request will be based on the latest receipt of the Residence Hall applications from the two parties.

Completion of this application does not guarantee the student a room or a particular roommate. The \$150.00 housing deposit will be refunded if no room is available, according to the SGTC Student Handbook/Catalog guidelines. The \$150.00 housing deposit will remain on the student's account as a damage deposit until the student moves out of the dorm, per the same guidelines.

Name of Requested Roommate: _____

Program of Study of Requested Roommate: _____

If you are NOT requesting a particular roommate, please answer the following housing preferences that best describe you:

1) When I study, I:

- _____ require absolute quiet and am easily distracted
- _____ like low background noise or music
- _____ am able to tune out most noises and am not easily distracted

2) In general, I:

- _____ follow a schedule and study at the same time each week
- _____ study frequently, but don't follow a schedule or regular study routine
- _____ frequently pull all-nighters in order to prepare for a test or project

3) In general, I am a:

- _____ morning person
- _____ night person
- _____ both

4) I feel most comfortable in my room when:

- _____ it is neat and everything is where it belongs
- _____ it is clean, but sometimes gets cluttered
- _____ it doesn't really matter to me

5) Would it bother you if your roommate had a visitor of the opposite sex in your room during visiting hours? _____ Yes _____ No

Hobbies: _____

RESIDENCE HALL SECURITY INFORMATION FORM

****CONFIDENTIAL****

Print Name: _____
Last First Middle

Recent troubling events have occurred on college campuses across the nation. Persons with past criminal backgrounds have moved into college residence halls without the college's knowledge. The laws of most states, including Georgia, do not require law enforcement officials to notify college officials when a convicted criminal (on probation or parole) enrolls. It seems reasonable that the college be informed when an applicant for housing has been arrested and/or convicted of a serious crime. Being arrested and/or convicted does not automatically exclude one from on-campus housing. However, those who have committed crimes which pose a threat to our residents' property or persons do not need to live on campus where they have easy access to college students and their belongings. A panel will review each situation.

While crime is low at SGTC, we want to do everything in our power to insure our students' safety. Therefore, all on-campus applicants are required to complete the following. (Note: no student will be assigned a room until this form is submitted and approved)

1. Have you ever been arrested (excluding minor traffic citations)? ____ Yes ____ No
If yes, attach complete information for each arrest, including:
a) charges b) date of arrest and c) city/county and state of arrest
2. Have you ever been convicted of a crime? ____ Yes ____ No
If yes, attach information about the crime(s) for which you were convicted and the date(s) of conviction
3. Please list every state that you have lived in. _____
4. Are you currently on probation or parole? ____ Yes ____ No
If yes, attach details and restrictions. Include your current probation/parole officer's name and phone number.

I hereby affirm that I have told the entire truth on this form. I understand that if it is learned that I have not been completely honest, I will be subject to removal from housing and suspension from the college. I grant permission for South Georgia Technical College to complete a background investigation, including a criminal background check if necessary, to confirm the information that I have provided. I further agree to immediately inform the Director of Campus Safety and Housing if I am arrested or convicted of a crime while in residence at SGTC. Failure to inform the Director within seven (7) calendar days will result in removal and/or suspension. I also understand that my residence hall contract can be voided/terminated as a result of criminal activity, whether a misdemeanor or a felony).

Signature of Student Today's Date

If under age 18, signature of Parent or Guardian Today's Date

South Georgia Technical College does not discriminate on the basis of race, color, national origin, or disability



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Public Safety Personal Information Form

Full Name _____

9000 Number or Social Security Number _____

Date of Birth _____ Male Female

Street Address _____

Mailing Address _____

Cell Phone # _____ Home Phone # _____

Email Address _____

Allergies _____

Any medical information you wish to share with us? _____

Person to Notify in Case of an Emergency:

Name _____

Relationship _____

Cell Phone # _____ Home Phone # _____

Student Signature _____

Date _____



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BACKGROUND CHECK FORM

APPLICANT NAME: _____
Last First Middle

Social Security Number: _____

Date of Birth: _____ Race: _____ Sex: Male Female

Email Address of Student _____

****Note: Student must have an active email address in order to complete the mandatory residence hall background check****

Please retain the attached paperwork concerning the steps necessary to complete the background check.

Residence Halls Rules and Regulations

South Georgia Technical College strives to provide a residential environment which is conducive to success both in the classroom and in campus life in general. To meet that goal, SGTC has established the following rules and regulations for students living in our residence halls.

General Conduct:

All resident students are expected to abide by residence life rules, policies, and procedures, the Student Handbook, and local ordinances, state law, and federal law. Residence rules may be updated from time-to-time and it is the responsibility of each student to remain informed about such changes. Students in violation of residence life rules/policies may be subject to disciplinary action. Sanctions for violation of residence hall rules/policies range from verbal warning to eviction from the residence halls.

- All residents are expected to maintain a reasonable sound level at all times. Quiet hours are from 10:00 pm to 7:00 am, Sunday through Thursday, and from Midnight to 9:00 am on Fridays and Saturdays. Excessive noise inside or outside a resident's room constitutes a violation of residence hall policy.
- Amplification devices (speakers, amplifiers, phones, etc) are prohibited at all times. Music playing inside a resident's room should not be easily heard in the hallway.
- The student is responsible for the condition of the room and all furnishings which are assigned to the room. Rooms should be kept clean and free of any remnants of food or drink.
- The college reserves the right to enter a room at any time as part of health and safety regulations, to provide cleaning or maintenance work, conduct an inventory of college property, or if there is possible danger to life, health, or property. Any inspection violations found will result in an automatic \$25 fine.
- In order to maximize building security and the safety of residents, the outside doors of the residence halls are locked 24 hours a day. Residents are advised to lock their doors and windows at all times.
- Student ID cards must be carried at all times and cannot be loaned to anyone for any reason. Students are expected to present their SGTC ID cards to college officials, including residence hall personnel, upon request.
- Students are expected to be punctual to, and attend all, residence hall meetings. Students will be notified of these meetings via flyers or SGTC email.
- No overnight guests are allowed in the residence halls without written permission from the Assistant Vice President of Student Affairs or their designee.
- Visitation of non-residents is a privilege. Any visitors to the residence halls must check in with the Resident Assistant (RA) on duty and present a valid driver's license or identification card. The visitor must check out with the RA on duty upon leaving the residence hall. Visitation hours are as follows:
 - Sunday through Thursday.....10:00am – 10:00pm
 - Friday and Saturday.....10:00am – 2:00am

All visitors must remain with the resident that they are visiting with at all times.

- Visitors under the age of 18 are not allowed in the residence hall without the written permission of the Assistant Vice President of Student Affairs or their designee.
- Housing is provided during the holidays and breaks, with the exception of the Christmas holidays. However, the cafeteria is closed during holidays and semester breaks, so students must make arrangements for their own meals.
- Should a student need to stay in their assigned dorm room during a break, they must complete a Hardship Form from the Assistant Vice President of Student Affairs, and once approved, must pay a \$20.00 per night fee, in advance, for each night they stay.
- Any disciplinary action taken against a student while on the campus of Georgia Southwestern State University will also result in additional adverse actions at SGTC
- Cooking and heating appliances are not permitted in the residence hall rooms, with the exception of a mini refrigerator and/or a single cup coffee maker.

Items Not Allowed in the Residence Halls:

- Candles, candle warmers, or incense
- Fireworks, aerosol spray paint cans and solvents, and other flammable chemicals
- **Any alcohol, or alcohol-related containers**
- **Cigarettes or any other tobacco products**
- **Hookahs, e-cigarettes, vapors**
- **Drugs of any kind, with the exception of prescription drugs**
- **Weapons, including but not limited to, firearms, switchblade knives or knives with blades longer than 3 inches, martial arts weapons, bows and arrows, crossbows, pellet guns, paintball guns, electronic shocking devices including tasers, clubs, or life-like replica weapons**
- Household items such as halogen lamps, sun lamps, space heaters, hot plates, clothes washers and dryers, and external antennas
- Kitchen appliances, including toasters and toaster ovens, electric skillets, grilling machines, portable stove burners, open heating element appliances, and refrigerators larger than 4.5 cubic feet
- Non U.L. approved power-strip extension cords
- Pets of any kind
- Stolen property, such as traffic signs, construction signs, traffic lights, etc

Unacceptable Behavior:

- Activities or action that present actual or possible danger or disturbance to the resident or residence hall(s)
- Alcohol possession or use, regardless of age
- Blocking, hanging or attaching items to fire safety equipment (smoke detectors, sprinklers, etc)
- Cooking in residence hall rooms and/or outside of an approved kitchen area
- Covering room doors using hot glue, nails, or any permanent adhesive

- Displaying any items from residence hall windows
- Dropping or throwing things from windows
- Entering or exiting through windows
- Scaling walls or ledges
- Skateboarding, inline skating, and/or riding bicycles or motorized vehicles in residence halls
- Drug possession or use (illegal or narcotic drugs). This includes the misuse of legal pharmaceutical drugs and/or possession of drug-related paraphernalia
- Hosting visitors of the opposite gender outside of approved visitation hours
- Littering in communal areas and outside of buildings
- Loaning residence hall keys or SGTC ID card to any person for any reason
- Running or participating in any form of roughhousing or sports in residence halls
- Sales and solicitation
- Smoking or use of tobacco products
- Tampering with or misuse of life safety equipment, including fire extinguishers, smoke detectors, hoses, and exit signs
- Theft of college or personal property
- Use or storage of combustion engine vehicles in the residence halls
- Vandalism of college property or personal property
- Violating approved quiet hours and/or noisy or disturbing behavior
- **Disrespectful behavior towards any Campus Safety Officer, Resident Assistant (RA) or college officials**

- A. Although precautions are taken to maintain adequate security, SGTC does not assume any legal responsibility to pay for injury to students, or damaged items of personal property, including vehicles, which occurs in its buildings or on its grounds. Students are encouraged to carry appropriate insurance to cover such loss or damage.
- B. The Student Handbook and its regulations and disciplinary procedures are made part of this agreement.
- C. Signature of this agreement signifies the student's agreement to abide by the rules and regulations established for residence hall living.

I agree to abide by the Residence Halls Rules and Regulations established by South Georgia Technical College. Failure to do so may result in sanctions as described above.

Print Name

Signature

Date



NOTICE OF MENINGOCOCCAL DISEASE FOR DORMITORY STUDENTS

- Meningococcal disease is a serious disease that can lead to death within only a few hours of onset; one in ten cases is fatal; and one in seven survivors of the disease is left with a severe disability, such as the loss of a limb, mental retardation, paralysis, deafness, or seizures;
- Meningococcal disease is contagious but a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain;
- Scientific evidence suggests that college students living in dormitory facilities are at a moderately increased risk of contracting meningococcal disease; and
- Immunization against meningococcal disease will decrease the risk of the disease.

Georgia State Code 31-12-3.2 effective 01/01/2004

I have been vaccinated against meningococcal disease or I have reviewed the information regarding the disease provided to me by South Georgia Technical College.

Today's Date

Printed Name of Student

Social Security Number of Student

Signature of Student (if age 18 or older) or
if student is a minor (under age 18) signature of parent or guardian

White copy to SGTC dorm file; pink or yellow copy to student



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Steps for completing mandatory dorm background form

****Student must have an active email address to complete the mandatory dorm background check form.****

- Fill out the mandatory dorm background check form!
- Each candidate will automatically receive an email invitation from Accurate to login and provide us with their outstanding information.
- The email will include a secure URL asking the Candidate to create unique login to Candidate Portal.
- If the Candidate does not login within 10 days from the time of order, the package will automatically be cancelled.
- Candidates will automatically receive a new invitation after 3 days and 7 days as a reminder, and an alert email will be sent to the Requestor if they have not answered our invitation.

The State of Georgia has invited you to complete an online Screening Information Form in order to conduct a background check.

Please go to the following link to register [Screening Submission Form](#).

Or copy and paste the link below:

<https://myportal.accuratebackground.com/#/security/altRegistration/oV8GfEwyqIn5cY40Kifseg>

Please ensure you have all information necessary to fill out the online Screening Information Form, which may include employment and education history, driver's license or other relevant information, depending on the type of checks performed.

Clicking on the link above will take you to a secure website protected by an encrypted Secure Sockets Layer (SSL). Your browser settings can affect the ability of the link to open a browser window correctly. If the link doesn't connect properly, copy and paste the URL to a new browser window to access the login page.

Thank You,
Accurate Background
Irvine, CA

[Contact Us](#)
[E-mail Customer Service](#)

Accurate Background

***Call Stephanie Preskitt at 229-931-2454 (spreskitt@southgatech.edu) or Sandy Larson at 229-931-2450 (slarson@southgatech.edu) if you have questions regarding this process.**

Please retain the attached steps for your records, on how to complete the dorm background check.



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Fee schedule for Full-Time Dorm student registered for 12 semester hours*

(The rate for additional hours is \$100 per semester hour up to a maximum of 15 semester hours.)



Dorm Deposit	\$ 150 (Typically a one-time fee)
Tuition (12 hours)	\$1,200
Fees	\$ 331
Dorm/Cafeteria	<u>\$2,700</u> (Double-occupancy room and meal plan)
Total	\$4,381* (Without any financial aid applied)

*This total may be reduced if the student is eligible for Financial Aid (Hope and Pell Grants). Financial aid must be processed and the remainder of the above fees paid before a student is considered for a dorm room. Dorm rooms are assigned on a first-come, first-pay basis for those who have completed the entire dorm application forms and process.

Fee Schedule for Commercial Truck Driving

Dorm Deposit	\$ 150
Tuition	\$1,188
Fees	\$ 331
Fuel Surcharge	\$ 185
Drug Test Fee	\$ 70
Dorm/Cafeteria	<u>\$1,350</u>
Total	\$3,274

Fee Schedule for Law Enforcement Academy

Dorm Deposit	\$ 150
Tuition	\$1,575
Fees	\$ 331
Dorm/Cafeteria	<u>\$2,700</u>
Total	\$4,756



NOTICE: To live in the residence hall (James Hall/Martin Hall), a student must first complete a residence hall application. The form should be returned with a dorm deposit of \$150 to the business office cashier. **Room and board fees must be paid in full, or arrangements made, before receiving keys.**

ALL RESIDENTS SHOULD BRING:

Bedding

- ☐ Sheets set - Sizes 35x80x6 (Twin Long)
- ☐ Pillow
- ☐ Pillow Cases
- ☐ Blankets/Spreads/Comforter

Bedroom

- ☐ Alarm Clock
- ☐ TV

Kitchen

- ☐ Mini-refrigerator
- ☐ Microwave

Bathroom

- ☐ Towels
- ☐ Wash Cloths
- ☐ Shower Curtain
- ☐ Shower Rod
- ☐ Shower Mats
- ☐ Personal Items (Deodorant, Soap, Tissue, etc.)
- ☐ Cleaning Products (Clorox, Toilet Brush, etc.)

DORM ROOMS INCLUDE:

- Free WiFi access is available in both residence halls 24/7
- Free cable TV service is provided to each resident's room
- Keyed entry to individual dorm rooms
- 4 drawer chest and individual closet
- Computer desk with chair
- Private bathrooms in each room

COMMON AREAS FEATURE:

- Big-screen TV with extended cable service
- Comfortable sitting area with game tables
- Vending Machines
- Coin-operated washers and dryers
- Microwave

*Each dorm has a selected student who serves as Resident Assistant (RA) to assist the students in the residence hall. The primary responsibilities of the RA are to assist residents and act as liaison to the residents and to the Campus Safety/Dorm Director, Chief Stone.

*Resident's belongings are their personal responsibility. SGTC is not responsible for any damage or theft of personal belongings. Students should secure personal belongings when leaving their dorm rooms. Residents are encouraged to record serial numbers of personal TVs, gaming consoles, computers, etc.

*South Georgia Technical College is an equal opportunity institution. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Karen Werling, 229.931.2902 or kwerling@southgatech.edu.

Cafeteria Hours*

Monday - Friday

Breakfast: 7:30 am to 8:30 am

Lunch: 11:30 am to 1:00 pm

Dinner: 5:30 pm to 6:30 pm

Saturday and Sunday

Brunch: 11:00 am to 12:00 pm

Dinner: 4:30 pm to 5:30 pm

*Times subject to change for holidays, events, etc.





Notice to All Students on Drug Law Violations and Ineligibility for Federal Financial Aid

Section 484, subsection R of the Higher Education Act of 1998 (HEA)

Under Section 484, subsection R of the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by (1) successfully completing an approved drug rehabilitation program that complies with such criteria, as the Secretary shall prescribe in regulations for purposes of this paragraph; and includes two unannounced drug tests. (2) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of subparagraph (1) or (3) the conviction is reversed, set aside, or otherwise rendered nugatory.