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 creates a safe, secure, and supportive on-campus living experience that promotes academic success, social responsibility, character development, and personal growth with an appreciation of diversity. Additionally, residence life provides a variety of programs and activities to enhance student involvement in the campus community.

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.

Coordinators of Residence Life
The coordinators of residence life are live-in student life professionals responsible for the overall operation and programs of the office of Residence Life. The coordinators supervise the resident assistants. The coordinator of residence life operations is responsible for handling most disciplinary matters in residence at Georgian Court, including conflict resolution. The coordinator of residence life programming and community development is responsible for providing educational and social programs to enhance community building in residence. Both coordinators are available to address concerns and support students as they adjust to college life. 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 9:00 AM to 5:00 PM or can be flexible based on need.

Graduate Assistants
Graduate assistants (GAs) live in residence and provide leadership to the four living-learning communities. Additionally, the GAs 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.

Desk Assistants
Each year the Office of Residence Life hires approximately 30 students to work as desk assistants in each of the three residence halls.

Responsibilities:
- Take all calls that come into the front desk line.
- Accept all packages, flowers, etc., for residents.
- Acknowledge and greet all visitors; they may need your assistance.
- Inform a residence life staff member or Security if any unusual situation occurs while you are on duty.
- Always keep your view of the entrance clear.
- All desk assistants will meet with their supervisor at the end of the academic year for their performance evaluation.
LIVING IN A RESIDENCE HALL

Your Home Away From Home
Creating a home away from home is easy at Georgian Court University. The three residence halls are St. Joseph Hall, Maria Hall, and St. Catherine Hall. First-year students have a unique experience living together in St. Joseph Hall. That bond continues in our upper class halls, Maria 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 residents 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. The majority of rooms are for two people, although there are singles and quads throughout our residence hall system. Each resident will receive a mailbox in the building in which they are assigned.

St. Joseph Hall houses approximately 144 residents and is the location for our First-Year Experience program, as well as the Gateway to the Arts, Outdoor Adventures, Sustainability, and International Cultures living-learning communities. 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.

Maria Hall houses approximately 210 residents. Maria Hall is the home of our Sophomore-Year Experience program. 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. 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
- The “N” Crowd Improv Group (LLC program)
- Board Game Night
- Nintendo Wii competitions
- Community service
- Learn to Pray the Rosary
- College Living Fitness
- De-Stress Fest

Community Standards
Residents are expected to follow community standards while living in the residence halls. The Community Standards Committee is made up of one floor representative from each floor as well as any resident who wishes to be on the committee. The committee sets standards including cleanliness, quiet hours, and ways to respect one another while living in the residence halls. Some of the standards they have set are listed below.

- **Respect Others**—Respect their space and belongings, as well as rights and opinions.
- **Take Responsibility**—Admit mistakes, make amends, and take responsibility for yourself and your belongings.
- **Be a Team Player**—Think of how your actions will impact the community as a whole.

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.

Residence Hall Association (RHA)
All resident students are members of the Residence Hall Association (RHA). The association meets regularly to discuss residence hall concerns and coordinate activities for resident students. Residents are encouraged to become involved in their RHA by attending, planning, and/or implementing events and/or by running for elected office. Resident students can run for several leadership positions within the RHA. These positions include RHA president, vice president, and secretary. Elections for
Living-learning communities (International Cultures, Gateway to the Arts, Outdoor Adventures, and Sustainability) offer students the opportunity to participate in smaller groups within a community whose members are linked together by shared learning experiences based on a specific topic. Members of these communities work closely with a faculty coordinator and graduate assistant, who plan and implement the various programs, discussion groups, lectures, off-campus experiences, and other activities that the members attend. Students benefit in many ways when they participate in a living-learning community. Some of these benefits include a greater sense of community, personal attention and mentoring, enhanced intellectual development, built-in support systems, opportunities for leadership experiences, and specialized learning experiences for future careers.

Membership in an LLC is open to all GCU students. Visit www.georgian.edu/living_learning/index.htm for an application form. Students may join one of the four communities currently available: International Cultures, Gateway to the Arts, Outdoor Adventures, and Sustainability. Commuter participants are welcome to stay over after late-night events.

Gateway to the Arts & International Cultures

As part of the Gateway to the Arts community, the world of artistic expression is yours to explore. You’ll experience dance, cinema, theater, music, painting, and more, learning from those who have dedicated their lives to their crafts. Whether you are an experienced artist, a hobbyist, or a novice, come and explore your passion with others who share your appreciation for the fine arts. Don’t worry, talent isn’t a prerequisite!

In the International Cultures Living-Learning Community, you’ll experience firsthand the sights, sounds, and flavors of foreign lands and learn about different cultural perspectives. Broaden your experience and meet people who share your spirit of exploration.

Outdoor Adventures & Sustainability

Discover the wonders and challenges of the great outdoors! As part of the Outdoor Adventures Living-Learning Community, you’ll gain an appreciation for the beauty and balance of nature as you explore local habitats, study nature conservancy, and experience the interconnectedness of all living things.

Sustainability is broadly defined as meeting the needs of the present generation without compromising the ability of future generations to meet their own needs. Participants of the Sustainability Living-Learning Community will explore sustainability as an issue with three parts: social/wellness, environmental, and economic health. Through weekly discussion, on-and off-campus experiential opportunities, and outreach/education, students who participate in this community will learn more about their own identity and how that identity fits in the larger global picture. Our mission is to help students explore their own values, assumptions, and awareness regarding sustainable living and to incorporate that exploration in personal, communal, and external education and outreach initiatives.
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:
1. working with staff and other residents to establish standards for living together;
2. recognizing and respecting individual differences;
3. voicing your objections to others who infringe upon your rights;
4. conducting yourself in a manner that is respectful of others;
5. conducting yourself in a manner compatible with the mission and goals of the university;
6. 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.

RESIDENCE LIFE POLICIES

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.
3. 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.
4. Alcohol-related incidents will result in a $100 fine and an alcohol assessment via the university Counseling Center for the first offense. The second offense will result in a $200 fine, assessment, required counseling, and community service. The third offense during an academic year may result in a $500 fine, community service, mandatory counseling, and/or possible removal from residence and revocation of residence life privileges (including, but not limited to, parking and visitation) for a specific period of time.
5. 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. 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.

4. 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.

5. Campus Sexual Assault Victim’s Bill of Rights

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.
**Sexual Harassment and Title IX**

Georgian Court University is committed to providing equal opportunity to its students and employees. It is the policy of the university to maintain an academic and work environment free of discrimination, including harassment, including gender-based and sexual misconduct. Further, the university is committed to creating an environment that is free from intolerance directed toward individuals or groups and strives to create and maintain an environment in which people are treated with dignity, decency, and respect. In furtherance of this commitment, the university will seek to prevent, correct, and discipline behavior that violates this policy.

Discrimination, harassment, or retaliation against students, faculty, and staff will not be tolerated at Georgian Court University. All students and employees are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any student or employee who violates this policy.

This policy articulates how the university will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of rights and responsibilities under university policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. Title IX is a federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. The policy describes how areas within the university will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of prohibited conduct.

The policy applies to all members of the university community, including students, employees, faculty, staff, and volunteers in connection with university activities. It further applies to on- or off-campus behavior involving students. All members of the Georgian Court community are encouraged to immediately report any act of sexual misconduct.

**Sexual Harassment**

Unwelcome sexual advances, requests, or demands for sexual favors, and visual, verbal, or physical conduct of a sexual nature including, but not limited to, unwelcome sexual comments, sexual teasing and joking, and other conduct directed toward a person because of that person’s gender constitute sexual harassment when such conduct is:

- sexual in nature;
- unwelcome, and
- denies or limits a student’s ability to participate in or benefit from a school’s educational program.

Note: Sexual harassment manifests itself in many forms. Examples of prohibited sexually harassing behavior include, but are not limited to:

- unwelcome sexual advances or propositions;
- requests or demands for sexual favors;
- sexually oriented joking or teasing;
- continued or repeated verbal abuse of a sexual nature or based on the individual’s gender;
- graphic or degrading comments about an individual or the individual’s appearance or behavior;
- the display of sexually suggestive objects or pictures;
- subtle pressure for sexual activity;
- unwelcome physical contact such as patting, hugging, pinching, or touching;
- other verbal or physical conduct of a sexual nature;
- uninvited letters, phone calls, or electronic messages;
- uninvited pressure for dates;
- solicitation of sexual favors or other sexually related behavior by promise of rewards;
- coercion of sexual activity by threat of punishment; and
- sexual crimes, including rape, acquaintance rape, sexual abuse, and sexual assault

**Incapacitation**

Incapacitation is the state in which a person’s perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. It is the inability (temporarily or permanently) to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

The use of drugs or alcohol (voluntarily or involuntarily) can cause incapacitation, however, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and other drugs varies from person to person;
warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, odor of alcohol, unsteady gait, combativeness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, and capacity to appreciate the nature and the quality of the act.

In general, sexual contact while under the influence of alcohol or other drugs is risky behavior. It is especially important that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for misconduct and does not diminish one's responsibility to obtain informed and freely given consent.

Confidential Reporting
The university is committed to protecting the privacy of all individuals involved in a report of misconduct under this policy consistent with the need for a thorough review by the university of the prohibited conduct. Privacy and confidentiality have distinct meanings under this policy.

All university proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (“FERPA”), the Clery Act, Title IX, university policy, and state and local laws.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the permission of the individual. Those campus and community professionals who are able to preserve the confidentiality of communications include physicians, mental health providers, ordained clergy, and rape crisis counselors. These individuals will not breach confidentiality unless special circumstances exist such as an imminent risk of harm to the individual or others or suspected abuse of a minor under the age of eighteen (18).

Privacy generally means that information related to a report of prohibited conduct will only be disclosed with a limited number of individuals. The use of this information is limited to those individuals who “need to know” in order to assist in the active review, investigation, or resolution of the report.

Note: The Title IX coordinator and deputy Title IX coordinator are not confidential resources.

If you want the details of the incident be kept confidential and do not want any information to be reported, then you should speak with an on-campus mental health counselor or the chaplain, or off-campus rape crisis resources or clergy who can maintain confidentiality. Campus counselors and the chaplain are available to help you free of charge, and can be seen on an emergency basis. These resources do not have remedial authority to address sexual misconduct.

Individuals who wish to seek confidential assistance may do so by speaking with professionals who are mandated by law to protect the confidentiality of a disclosure. On campus, these professionals include the counselors at the Georgian Court Counseling Center, or any physician at the Health Center, and the chaplain from the Office of Campus Ministry. Confidential on-campus individuals are:

1. Dr. Robin Solbach, Director of Counseling Services (732.987.2681)
2. Dr. JoAnn Garcia Warren, Counselor (732.987.2625)
3. Wendy Turton, Counselor (732.987.2627)
4. Father Anthony DiPalma, Chaplain (732.987.2620)
5. Dr. Heather Robberson, University Physician (732.987.2756)

If this is an emergency, and you are unable to reach any of the individuals listed above, please go to the nearest emergency room or call 911.

Note: While these counselors and advocates may maintain a complainant's confidentiality in relation to the university, they may have reporting or other obligations under state law.

Maintaining the Privacy of Personally Identifiable Information
You can seek advice from the Health Center or a faculty member without triggering a university investigation that could reveal the person's identity or that the person has disclosed the incident. These resources are not required to disclose private, personally identifiable information unless there is cause for fear of the person's safety, or the safety of others. These resources do not have remedial authority to address sexual misconduct, but a complainant may seek assistance from these university employees without starting a formal process that is beyond her/his control or violates her/his privacy. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to refer you to the appropriate resource(s).
These resources will share incident reports, including the nature, date, time, and general location of the incident with the Title IX coordinator and/or deputy Title IX coordinator, but they will not share any personally identifiable information about the report unless permission is granted, except in the rare event that the incident reveals a need to protect the person violated or other members of the community. If personally identifiable information is revealed, it will only be disclosed on a "need to know" basis to as few people as possible, and all efforts will be made to protect the person's privacy.

Non-Confidential Reporting Options
You are encouraged to speak to officials of the institution to make formal reports of prohibited conduct. The university considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the respondent.

When a complainant tells a "responsible employee" about an incident of sexual misconduct, the complainant has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A "responsible employee" must report to the Title IX coordinator and/or deputy Title IX coordinator all relevant details about the alleged sexual misconduct shared by the complainant, and the university will need to determine what happened—including the name/s of the perpetrated person and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the reported prohibited conduct.

To the extent possible, information reported to a "responsible employee" will be shared only with people responsible for handling the university's response to the report. A "responsible employee" should not share information with law enforcement without the victim's consent or unless the complainant has also reported the incident to law enforcement.

The following positions/offices are designated as "responsible employees":

- Office of Human Resources (including the Title IX coordinator);
- Office of the Assistant Provost of Students (all staff, including front desk staff and student workers);
- Office of Security;
- Office of Residence Life (all staff, including RAs and GAs);
- Office of Athletics and Recreation (all staff, including coaches); and
- the president, provost, vice presidents, and their office staff.

If the complainant wants to tell the "responsible employee" what happened but also maintain confidentiality, the employee should inform the complainant that the university will consider the confidentiality request, but cannot guarantee that the university will be able to honor it. In reporting the details of the incident to the Title IX coordinator and/or deputy Title IX coordinator, the "responsible employee" will also inform the Title IX coordinator/or deputy Title IX coordinator of the complainant's request for confidentiality.

"Responsible employees" will not pressure a complainant and/or the person perpetrated to request confidentiality, but will honor and support the victim's wishes, including for the university to fully investigate an incident. Likewise, "responsible employees" will not pressure a complainant and/or the person perpetrated to make a full report if the victim is not ready to do so.

Anonymous Reporting
Although the university encourages all persons of sexual violence and any other prohibited conduct to talk to someone, anonymous reporting is also available online at http://georgian.edu/campus_security/report.htm. The system will notify the user (before she/he enters information) that entering personally identifying information may serve as notice to the university for the purpose of triggering an investigation.

Resources
The university recognizes that deciding whether to make a report and choosing how to proceed can be a difficult decision. Any individual affected by any prohibited conduct outlined in this policy, whether as a complainant, a respondent, or a third party, will have access to support and counseling services through the university. The university encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party in addressing a matter covered by this policy.
The University Counseling Center provides individual and group therapy on a confidential basis. The center provides specialized programming regarding sexual assault, and public awareness events such as “Take Back the Night,” the Clothesline Project, Denim Day, Candlelight Vigils, Protests, “Survivor Speak Outs” or other forums in which students disclose incidents of sexual violence. These events are not considered notice to the university of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campuswide education and prevention efforts.

In addition to campuswide outreach, the Counseling Center offers individual counseling for all students whose lives have been affected by sexual violence. Georgian Court University’s Counseling Center is located on the second floor of the Casino Building and provides on-campus personal counseling services to students. Further, the Counseling Center works in collaboration with community agencies specializing in rape and sexual assault.

Additional information about counseling services is available at www.georgian.edu/sit/counseling. (Counselors are a confidential resource).

**The Counseling Center**

*Hours of Operation: Monday–Friday, 8:30 AM–5:00 PM*

Evening appointments can be accommodated as needed.

*Phone Number: 732.987.2680*

**The Health Center**

Georgian Court University has an on-campus Health Center located on the second floor of the Casino Building. The Office of Health Services also facilitates connecting students with off-campus medical providers. Additional information about such medical services is available at www.georgian.edu/health/info.htm. (Physicians are a confidential resource).

*Hours of Operation: Mondays and Wednesdays, 8:30 AM–7:00 PM*

*Tuesdays, Thursdays, and Fridays, 8:30 AM–4:30 PM*

*Phone Number: 732.987.2756*

**Student Development Case Manager**

The student development case manager is located in the Office of the Assistant Provost for Student Life. The case manager identifies and connects students to appropriate campus and community resources to assist students in their academic and social progress. Additionally, the case manager provides outreach to minimize the impact of distress on the academic and personal success of students through effective case management, coordination of care, and communication between campus and community resources.

Colleen Diveny, the case manager, is available to see students Monday through Friday; 9:00 AM to 5:00 PM. She is located in the Arts and Science Center, Suite 101. Students can drop in or make an appointment to speak with her at any time. She may also be reached by phone at 732.987.2315 or e-mail at divenyc@georgian.edu.

**Off-Campus Counselors and Advocates**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and do not have to share information with the university unless the complainant requests the disclosure and signs a consent or waiver form. Off-campus resources include:

- **St. Francis Counseling Center (Ocean County)**
  *Phone Number: 609.494.1554*
- **Providence House (Ocean County)**
  *Phone Number: 732.244.8259*
- **180/Turning Lives Around (Ocean & Monmouth Counties)**
  *Phone Number: 732.264.4111*
- **Preferred Behavioral Health (Ocean & Monmouth Counties)**
  *Phone Number: 732.367.4700*

**Note:** While these off-campus counselors and advocates may maintain a person’s confidentiality in relation to the university, they may have reporting or other obligations under state law.
Emergency Response

- **Monmouth Medical Center (Southern Campus)** is located at 600 River Avenue, Lakewood, New Jersey 08701 and can provide urgent medical services. (Physicians are a confidential resource).
- **Lakewood Police Department** is located at 231 Third Street, Municipal Building, Lakewood, NJ 0870; Phone: 732.363.0200, ext. 5712; can be reached by dialing 911 in an emergency.

**Law Enforcement Investigation Does Not Relieve University’s Title IX Obligations**

A criminal investigation into an allegation of misconduct does not relieve or substitute for the university’s duty to conduct its own prompt review of a complaint. Accordingly, the university will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation and resolution of an alleged violation. Furthermore, because the standards for criminal proceedings differ from those used in university disciplinary matters, conduct that may not be subject to criminal action may still be addressed through the university’s disciplinary process.

A finding of “not guilty” in a criminal matter does not necessarily preclude a finding of responsibility for violating this policy. At the request of law enforcement, Georgian Court University may agree to defer its fact-gathering until after the initial stages of a criminal investigation. Georgian Court University will nevertheless communicate with the complainant regarding Title IX resources and procedural options, and the implementation of interim measures to ensure safety and well-being. Georgian Court University will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.

**New Jersey Law:** Sexual offenses are described in the New Jersey Criminal Code and may be found at Title 2C, Chapter 14. Assault and stalking may be found at Title 2C, Chapter 12. New Jersey’s Prevention of Domestic Violence Act (which also covers dating violence) is available at Title 2C, Chapter 25.

**Inquiries Concerning Title IX Compliance**

In support of the safety and well-being of members of the Georgian Court community and in compliance with Title IX, the following Title IX coordinators have been designated to respond to inquiries covered by this policy.

1. Tracey Owens, director of human resources and Title IX coordinator, will be the person responsible for overseeing all Title IX reports and complaints, primarily relating to all employees. She is located in the Office of Human Resources at 851 Lakewood Avenue; Phone: 732.987.2287; e-mail: lpierce@georgian.edu.

2. Karen Goff, assistant provost for student life and deputy Title IX coordinator, will have primary responsibility for overseeing reports and complaints relating to students. She is located in the Arts and Science Center, Suite 102; Phone: 732.987.2601; e-mail: kgoff@georgian.edu.

***If you are unsure which person to contact based upon the facts involved in a particular situation, please feel free to contact either of the named persons above.***

**Standard of Review**

The university utilizes a “preponderance of the evidence” standard in the adjudication of all complaints of prohibited conduct with the university’s Student Conduct Process. This means that the university will decide whether it is “more likely than not,” based upon the information provided, that the respondent is responsible for the alleged violation(s).

University community members found responsible for prohibited conduct may be subject to disciplinary action in accordance with applicable university policy, whether or not criminal charges are filed by the complainant. Both the complainant and the respondent are entitled to the same opportunities to present information and witnesses, consistent with applicable university procedures, and both are informed simultaneously in writing of the outcome.

A student found responsible for sexual misconduct will be subject to disciplinary action up to and including expulsion from the university.

**6. 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.
7. 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. A student is not permitted to request that a shared room or suite be vacated by the roommate(s) to facilitate sexual activity. Furthermore, the use of any other common, public, or private campus areas is also prohibited for acts sexual in nature.

Violation of this policy may result in loss of guest privileges or dismissal from the residence halls.

8. 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.

9. 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:

- Sunday–Thursday: 2:00 PM–12:00 AM
- Friday and Saturday: 2:00 PM–1:00 AM

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. Residents and their visitors are not permitted to consume alcohol while the resident is hosting them regardless of age.
10. 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 7:00 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.

10. 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.

From 11:00 PM to 10:00 AM on weeknights, and from 1:00 AM to 10:00 AM on weekends, Quiet Hours are in effect. During Quiet Hours, no room noise (TV, stereo, conversation, etc.) may extend into the hallway or adjoining rooms.

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

11. Weapons

All types of guns (including paintball guns, airsoft guns, pellet guns, etc.), bows and arrows, tasers, and all other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in a manner of a real weapon is also prohibited in residence halls.

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.

**University Sanctions**

In all cases, disciplinary responses shall follow the normal procedures as determined by Office of Residence Life staff and as outlined in the Student Handbook. Sanctions range from an official letter of warning to removal from residence with no refund. Office of Residence Life staff may use, but are not limited to, suggested sanctions provided by the university. For information on possible sanctions, please contact the Office of Residence Life.

**External Sanctions**

The sanctions imposed under university policy do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of university policies may also violate various federal, state, and local laws.

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**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.

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**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 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.
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 or your RA 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, either make arrangements or allow the office of residence life to make arrangements for you 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.

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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.

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.

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: $30 and up
• Nail/screw holes: $2/hole
• Patch and paint: $25–150
• Reassemble furniture: $25–50/item
• Refrigerator: $75 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**: 11/26 12:00 pm until 11/30 12:00 noon
- **Winter Break**: 12/17 12:00 pm until 1/18 12:00 noon
- **Spring Break**: 2/28 12:00 pm until 3/8 12:00 noon
- **Easter Break**: 4/1 12:00 pm until 4/6 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.

Summer

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.

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.
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. 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.

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
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, 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.
Director of Residence Life, Coordinator of Residence Life for Operations, and Graduate Assistant for Operations
St. Catherine Hall, Room 108

Coordinator of Residence Life for Programming and Community Development, and Graduate Assistants for Living-Learning Communities
Lower Level, St. Joseph Hall

RAs are located in:
St. Joseph Hall, Rooms 109, 119, 217, and 219
Maria Hall, Rooms 119, 120, 220, 221, 320, and 321
St. Catherine Hall, Rooms 214, and 314
Mercy Hall, Room 123

GAs are located in:
St. Joseph Hall 319
Maria Hall 201, 301
St. Catherine 114
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 July 2015. Georgian Court University reserves the right to correct or change copy without notice.

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