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RESIDENCE LIFE

Living in Community

A successful residential experience requires commitment and collaboration from both residents and Office of Residence Life staff. The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to intellectual and personal growth, where students can live, study, and share ideas with peers, faculty, and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated. In turn, residents are expected to follow all residence life procedures, maintain a good standard of health and cleanliness in personal and communal spaces, and treat their fellow students with respect. You will find that your residential experience is what you make of it—take the opportunity this year to meet new people and learn about new and different subjects through your residential experience.

The Residence Life Office is committed to the following:
1. Maintaining an environment conducive to learning;
2. Maintaining an environment conducive to safety;
3. Maintaining an environment conducive to personal growth;
4. Maintaining an environment conducive to social and community development.
Residence Life Staff

Residence Life Coordinators
Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the resident students in his or her building(s). Every RLC keeps regular office hours in his/her residential facility and can provide such services as personal and academic advice and referrals, crisis intervention, and conflict mediation. He or she also ensures that students maintain appropriate behavior as members of the residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervises the Resident Assistants.

<table>
<thead>
<tr>
<th>Residence Life Staff</th>
<th>Office</th>
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<tbody>
<tr>
<td><strong>DANI GODIN</strong></td>
<td></td>
</tr>
<tr>
<td>RLC for The Towers and Hillgrove Hall</td>
<td></td>
</tr>
<tr>
<td>(706) 379-5190</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dmgodin@yhc.edu">dmgodin@yhc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office: The Towers Lobby</td>
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<tr>
<td><strong>EMILY HALSTEAD</strong></td>
<td></td>
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<tr>
<td>RLC for Enotah Hall and Manget Hall</td>
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</tr>
<tr>
<td>(706) 379-5305</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:eehalstead@yhc.edu">eehalstead@yhc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office: Enotah Hall Lobby</td>
<td></td>
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<tr>
<td><strong>ALISON SMITH</strong></td>
<td></td>
</tr>
<tr>
<td>RLC for The Village</td>
<td></td>
</tr>
<tr>
<td>(706) 379-5238</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:amsmith@yhc.edu">amsmith@yhc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office: The Village, Building 500</td>
<td></td>
</tr>
<tr>
<td><strong>AMANDA VOEGEL</strong></td>
<td></td>
</tr>
<tr>
<td>RLC for Appleby Complex and Rollins Hall</td>
<td></td>
</tr>
<tr>
<td>(706) 379-5274</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ajvoegel@yhc.edu">ajvoegel@yhc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office: Appleby Center</td>
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</table>

Coming Soon!
Resident Assistants

Resident Assistants (RAs) are a primary resource for students living in campus housing. These student leaders facilitate the development of community on their floor(s), suite(s), and building(s). He or she can assist a student with personal or academic concerns and refer a student to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life.

Another of the RA’s many responsibilities is to enforce College and Residence Life Policies. In doing so, they assist in the maintenance of a clean and safe environment where all students can sleep, study, socialize, and live comfortably.

RLC/RA On Call
If a student has immediate needs, crises or maintenance emergencies, the on-call residence life staff may be reached by phone.

- Residence Life Coordinator on Duty Cellular Phone (706) 781-8393
- The Towers/Hillgrove Resident Assistant On Duty Cellular Phone: (706) 970-9002
- Enotah/Manget Resident Assistant On Duty Cellular Phone: (706) 897-3080
- Appleby Complex/Rollins Resident Assistant On Duty Cellular Phone: (706) 897-3079
- Village Resident Assistant On Duty Cellular Phone: (706) 897-7036

For questions, comments, or concerns regarding residence life, contact Assistant Dean of Students Stuart Miller at (706) 379-5300 or by email at samiller@yhc.edu
What To Bring

- Twin Xtra Long-sized bed linens/Pillow (Mattresses are all 80")
- Blanket
- Bedspread
- Curtains and Tension Rod (window measurements available on website)
- Area Rug(s) (room measurements available on website)
- Alarm clock (battery backup is helpful)
- Hangers
- Laundry Bag or Hamper
- Trash Can
- Power Strip with Breaker (2-3 are helpful)
- Study Lamp
- Fan
- Umbrella
- Sewing Equipment
- Sports Equipment
- Personal Computer (Laptop or Desktop – must be wireless ready)
- Small Microwave Oven (750 Watts maximum/1 cubic foot maximum)
- Flashlight
- Small Compact Refrigerator (6 cubic feet or smaller)
- Toilet Paper
- Plunger

Cleaning Supplies
Cleaning supplies are strongly encouraged as students are required to clean their individual room and share responsibility for cleaning the bathroom and the common living room in the residence hall suites. The following items are suggested:

- Broom/dust pan
- Rags/sponges/cleaning brush
- General cleanser/glass cleaner
- Bucket for supplies
- Mop for bathroom/shower floor
- Small vacuum (optional; a vacuum is available in each residence hall for student use)

What Not To Bring

- Halogen Lamps (they get very hot and are an extreme fire hazard)
- Pets, except fish in a 10 gallon or less aquarium
- Candles or any open flame
- Spider lamps and other lamps with plastic lampshades (These lamps have the bendable arms and are sold everywhere; however, the plastic shades melt after long periods of use and catch fire quickly!)
- Air Conditioners
- Toaster Ovens/Toasters (Village allowed to have 1 toaster per unit)
- Woks
- Deep Fryers
- Hot Plates or any open coils (including George Foreman grills)
- Oil-based Popcorn Poppers
- Live Christmas Trees/Garland
- Flammable decorations made of cotton batting straw, vines, leaves, shrubbery or foam plastic
- Hookahs or other smoking devices
- Firearms or other weapons
- Lofts (No outside lofting units or constructed lofts are allowed in any residence halls)

For the most up to date list of prohibited items, please reference the most recent version of the Young Harris College Guide to Student Life found at www.yhc.edu/student-life/guide

**Personalization**

Room personalization remains an important component in the student development program at Young Harris College. The Residence Life Office is committed to the goal of allowing residents the freedom of expression inherent in adapting their rooms to their personal needs. Students are strongly advised to consult their roommate before purchasing any large items such as a TV, refrigerator, or microwave to avoid duplication.

Students may:
- Hang drapes using tension rods
- Decorate in any other way that does not permanently alter the room (i.e. posters, plants, throw rugs)
- Use poster putty to hang items on walls

Students may NOT:
- Dismantle any College furniture
- Prevent egress from a room (i.e. affix cardboard to a window with duct tape)
- Affix anything permanently to the walls, ceiling, or doors; which includes lofts, bunk beds, bookcases, wall paper, and glued cork boards, among other items
- Paint anything that belongs to the College
- Cover or line inside or outside of light fixtures with fabric or paper
- Use puffy double-sided, duct, or packing tape to affix items to College walls or furniture
- Use stolen items such as restaurant or street signs, or items that that seem likely to have been stolen such as bathroom signs, road cones, or large cardboard cutouts without proper proof of purchase, to decorate
- Have or use a dart board (including soft or safety darts)
POLICIES AND PROCEDURES

Important Dates

Residence halls will be open on the following campus holidays:

- Fall Break – Oct. 8-9, 2015

Residence halls typically close if classes are not held for at least three consecutive business days. Halls will be closing on the following campus holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
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<tr>
<td>Thanksgiving Break</td>
<td>Thanksgiving Break:</td>
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<tr>
<td></td>
<td>Halls close Tuesday, Nov. 24,</td>
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<tr>
<td></td>
<td>2015, at 5 p.m. and open on</td>
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<tr>
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<td>Sunday, Nov. 29, at 1 p.m.</td>
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<tr>
<td>Winter Break</td>
<td>Winter Break:</td>
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<td>Students are required to check</td>
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<td>out of the residence halls 24</td>
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<td>hours after their last final</td>
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<td>exam. Halls close Friday, Dec.</td>
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<tr>
<td></td>
<td>11, 2015, at 5 p.m. and open</td>
</tr>
<tr>
<td></td>
<td>Sunday, Jan. 10, 2015, at 1 p.m.</td>
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<tr>
<td>Spring Break</td>
<td>Spring Break:</td>
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<td>Halls close Friday, March 4,</td>
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<td></td>
<td>2016, at 5 p.m. and open Sunday,</td>
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<td>March 13, 2016, at 1 p.m.</td>
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<td>End of Spring Semester/Commencement Weekend</td>
<td>End of Spring Semester/Commencement Weekend:</td>
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<td></td>
<td>Students who are not graduating</td>
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<td>are required to check out of the</td>
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<td>residence halls 24 hours after</td>
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<td>their last final exam. Residence</td>
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<tr>
<td></td>
<td>halls close on Saturday, May 7,</td>
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<td></td>
<td>2016, at 5 p.m.</td>
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</tbody>
</table>

Check In/Check Out Procedures

Upon moving into their assigned room, students are required to complete and sign a Room Condition Report. Any room damages or defective equipment are noted on the form. The RLC or RA is available during this room inspection so he or she can assist with this process.

All students must check-out of their room with an RA or RLC. A Room Condition Report must again be completed and signed at this time. When changing rooms a student must be checked out of the old room and checked into the new room by an RLC or RA in each campus housing facility involved. Improper check-out will result in a $50.00 fine.

Upon checking out of a room, students must leave the room in the same condition it was in upon check-in. The room should be clean with no posters on the walls, trash left in the room, or personal belongings left behind. There is a minimum charge of $45.00 for rooms left unclean; which may be applied in addition to an improper check-out fine.

For various reasons, students may at times be assigned to a room without a roommate. If adequate space is available on campus, students may select to pay an additional fee for a private room. If a student does not pay the additional fee, then the room shall be left in a condition to which another assigned student may move in at any time. Typically, ample notice is given to the occupant of the room if another student will be moving in.
Keys and ID Cards

The primary responsibility for personal safety remains with the student. However, because no amount of watchfulness on our part can replace the habit of consistently locking one’s door, each resident is issued, and is responsible for a key and YHC One Card which provides access to his/her room. Whenever a student checks out of his/her room, withdraws from the College, or graduates, it is required that all keys be returned to a member of the Residence Life staff.

**Duplication of any Young Harris College key is strictly prohibited.**

If a resident is locked out of his/her room, an RLC or RA in that building can let the student into the room upon presentation of appropriate identification. Students shall not be allowed access to any resident room, for any reason, to which they are not assigned. A fine shall be assessed for excessive lock-outs and for replacing a lost key or YHC One Card.

In order to promote community, some students choose to prop their doors open when they are present in their room and willing to accept drop-in visitors. Students should not prop their doors when they are not present in their room. Students may not tamper with or disable a lock, door mechanism, or card access technology in order to prevent their door from locking. This includes using tape to prevent a door from locking. Students should never prop open exterior doors to any campus building.

Furniture

All student possessions, as well as any and all College-owned furniture and equipment assigned to a room or suite/apartment must be stored in that room or suite/apartment. No additional storage space is provided. Furniture shall not be arranged in a manner in which it impedes access or egress from a room or disrupts fire safety equipment (i.e. sprinklers) from working properly. Furnishings from any room or suite shall not be removed, exchanged (including mattresses) between rooms, or dismantled. College bedroom furniture may not be stored in common rooms. Additionally, indoor furniture should never be placed in an outdoor location.

Housekeeping and Maintenance

While Young Harris College employs housekeepers in each building to maintain the cleanliness of shared spaces, it is the responsibility of each resident to assist in creating a healthy living environment. Residents are expected to clean up after themselves and not to leave personal items or garbage in the hallways, common lobbies, or laundry rooms of any building.
When items in a room or in common area are in need of repair, a RA or RLC should be contacted to submit a maintenance work request. It is especially important to immediately report the following:

- Defective or non-operating smoke detectors
- Electrical problems
- Leaks from window, walls, or ceilings
- Damage to furnishings or windows
- Pest control problems
- Clogged sinks, showers, or toilets
- Malfunction of heating and cooling systems
- Defective/inoperable door locks

Most repairs are completed within a day or two. A student’s RA or RLC should be contacted with questions regarding the status of a work request.

**Health and Safety Inspections**

The residential facilities are owned and controlled by the College. In addition to entering a student’s room in accordance with the Administrative Search Policy, authorized College personnel may enter a student’s room for the purpose of inspecting health and safety conditions, providing maintenance and/or housekeeping services, ascertaining general room condition, or ensuring compliance with College Policy. Except in emergency situations, YHC staff members do not enter a room before 10:00 a.m. in order to respect student privacy.

**Meeting Attendance**

Campus housing meetings are an important part of living in a residential community. Students will be given a 24-hour minimum notice of an upcoming campus housing meeting, with the exception of the first meeting held following resident check-in. If a student has a reasonable excuse for missing a meeting, the Resident Life Coordinator of that building must be notified in advance of the meeting to arrange an alternate time to meet. Regardless of a student’s reason for missing a meeting, he or she is accountable for the information discussed/distributed at the meeting, without exception. Failure to attend a mandatory hall meeting without being excused ahead of time will result in disciplinary action and/or monetary fine.
Noise/Quiet Hours

In order to create an environment which allows students to gain the most from their time at Young Harris College, policies have been established which allow for both study and socialization. The right to sleep and study takes priority over all other activities and privileges. Each building has standard quiet hours of 11:00 p.m. – 10:00 a.m. Quiet hours are when noise should be kept to a minimum to facilitate sleep and study. Beyond such minimum hours, it is entirely up to the discretion of the residents of each hall to modify these hours. Quiet hours are in effect 24 hours a day starting on Reading Day until the end of final exams each semester.

Although specific quiet hours exist, courtesy is expected at all times. When noise interferes with the ability to sleep, study, or otherwise enjoy the living environment, it is each student’s responsibility to resolve the issue by first speaking with the person(s) responsible for the noise. If an agreed upon resolution is not established, an RA or RLC may be contacted to further address the problem.

Animals

For reasons of health, maintenance, pest control, and general convenience, with the exception of fish in an aquarium of 10 gallons or less, animals are not allowed in campus housing for any length of time. Any student found to have an animal, and/or pet related item (i.e. pet cage, pet food, water bowl, kitty litter, or leash), is subject to disciplinary action. Additionally, any student assigned to the same room-suite where an animal is found shall be held responsible as well. If an animal is found, it will immediately be taken to the Blairsville Mountain Animal Shelter. Students requiring a service or assistance animal must make appropriate arrangements through Disability Services and the Vice President for Student Development or designee.

Safety, Security, and Emergency Procedures

Fire Safety
Fire safety and prevention is of paramount importance in a residential living environment. The responsibility for this safety rests with each resident living in the hall. Each residential facility is
equipped with fire alarm pull stations on every floor and at every access point. In addition to the institution’s Fire Safety Policy, the following pertain to all residential students.

- Open flame: Items such as oil lamps and incense are prohibited. Unlit/Unused candles are permitted for decoration as long as the wick has been removed.
- Appliances:
  - One refrigerator (6.0 cubic feet or less) is permitted in each room – refrigerators are provided in Enotah Hall and The Village.
  - One microwave oven (under 1 cubic foot or less) is permitted in each room.
  - Open coil or open flame items such as ranges are prohibited.
  - George Foreman type grills, toasters, and toaster ovens are only permitted in the Village.
  - Be extremely careful with allowed electrical appliances such as irons, coffee pots, hot pots, and electric blankets – while on, these must not be left unattended.
  - It is prohibited to house refrigerators, microwaves, or other appliances in use in closets, drawers, or other enclosed spaces.
- Halogen lamps, lava lamps, and lamps with plastic shades are prohibited.
- Electrical Safety:
  - Do not overload electrical outlets.
  - Electrical products should be marked by the manufacturer as “UL Listed.”
  - Always use a power surge protector for multiple outlets to protect your property.
  - Each power strip and extension cord must be plugged into a wall outlet. Plugging extension cords into other extension cords, plugging extension cords into power strips, plugging power strips into extension cords, or plugging power strips into other power strips is prohibited. In addition, power strips and/or extension cords may not be plugged into outlet expanders.
  - Do not place posters or wall hangings over electrical outlets or lights.
- Live trees are prohibited in campus housing.
- Grills (charcoal only) are allowed in the Village. Residents will need to properly dispose of used charcoal and store grills properly. Grills should never be used or stored on wooden porches/decks. Failure to use or store grills properly may result in loss of grilling privileges.
- Other Fire Safety Concerns:
  - Hookahs or other smoking devices are prohibited in campus housing.
  - Removal of window screens is prohibited.
  - Jamming of personal bedroom doors or propping of exterior doors is prohibited.

**Fire Alarm Evacuation Procedure**

At the beginning of the fall semester, the fire drill procedure is explained, exits are posted, and a fire drill is held for the instruction of all residents. A minimum of one unannounced fire drill will be held each semester. The following procedures should be implemented during a fire drill:

1. Close all windows in your room
2. Put on a coat, if necessary, and hard sole shoes
3. Take your keys, close and lock your room door behind you
4. Walk quietly and quickly to your exit
5. Wait for the “all clear” signal from your RA or RLC before re-entering the building.
Failure to evacuate the building or re-entering a building prior to receiving permission to do so during a fire drill is prohibited.

**College Fire Pits**

No individual student or recognized student organization shall use the College fire pit without prior approval from the Director of Campus Activities at least two weeks prior to the desired date. A “Fire Pit Policy & Reservation Form” may be found in the Office of Campus Activities. Approval to use the fire pit will not be honored if local, state, or federal authorities issue a burn ban. Please reference the most recent version of the Young Harris College Guide to Student Life found at www.yhc.edu/student-life/guide for additional information.

**Lofts**

In the interest of safety, homemade lofts are not allowed in campus housing facilities. No outside lofting units or constructed lofts are allowed in any residence halls. Every residence hall room is equipped with beds that bunk (stack) to create more space in the room. If the furnishings are rearranged in any residence hall room, all College-supplied furniture, including beds and mattresses, are to remain in the room. Disassembled College furniture must be reassembled before checking out.

**Windows/Porches/Balconies**

Windows cannot be obstructed by furniture, cardboard, or other items. Entering or exiting a campus facility through a window, hanging anything out of windows and/or placing items outside the window on ledges, roofs, or overhangs without the permission of the Assistant Dean of Students is prohibited. Some windows on campus are equipped with restrictors, a device which prevents the window from opening to the full extent. Students must not remove this device from their window. While displaying organization letters or other items in a window is acceptable, students will be asked to remove any item that is deemed to be offensive by the College. Should a room window be broken, the occupants of the room are responsible for the damage if the responsible party cannot be identified. At no time are students allowed to climb/scale any porch railings or balconies. Jumping from The Village porches is prohibited, as is allowing others to jump from a porch.

**Rooms/Roommate Assignments**

**Roommates**

Students are able to select or request a specific roommate. If a specific roommate request is not received, the Office of Residence Life compares interests, anticipated major, and all other
information given on the housing application in an attempt to place people together with similar interests in the building each person requests. In addition, each student is also given an opportunity during START to request a roommate. Every reasonable effort is made to honor available requests and preferences.

Of course, this process may not always work to everyone’s satisfaction. For this reason, room and roommate changes are allowed two weeks after check-in. The waiting period is to allow time for people to try to adjust to each other’s personalities and behaviors. If for some reason the two students simply cannot get along, one or both will allowed to move after the 2-week waiting period.

It is important to note that some people stay with the same roommate throughout their entire college career, and some change each year. Neither of these patterns is better than the other because different people require different experiences. Roommate communication is essential to a positive relationship. Resident Assistants provide a roommate contract, which will facilitate a conversation regarding behavior in each living space. Students are encouraged to not only create a friendship with their roommate, but with other Young Harris College students in order to enrich their college experience.

Room assignments and roommate information are sent out in June. Every effort is made to accommodate roommate preferences.

**Room Changes**

For safety and security reasons, as well as the comfort of all residents, it is vital that the College be able to determine where each resident lives at any given time. The only room a student is allowed to occupy is the one assigned by the Residence Life Office. Residents who wish to change rooms for any reason must complete a Room Change Request Form with their Resident Director or the Director of Residence Life. The room change request period for each semester begins the second week of the semester and runs through the Friday prior to Thanksgiving in the Fall and through the Monday two weeks prior to the start of finals in the Spring. Upon approval, check-in and check-out procedures must be completed. Taking up residence, as defined by the College, for any length of time or for any reason, in a room or common area other than the one assigned is prohibited.

**Visitation Hours**

**Visitors**
A visitor is defined as any current Young Harris College student present, with permission, in a particular residential complex, room or suite/apartment where they are not officially assigned. Each residential facility is equipped with at least one common area where visitation is permitted 24-hours a day. Outside of that area (i.e. residential rooms, suites/apartments, and interior hallways of same-sex buildings), the following conditions apply:

Visitors are limited to the following times:
- **Residence Halls**
  - 9:00 a.m. – 1:00 a.m., Sunday through Thursday
  - 9:00 a.m. – 2:00 a.m., Friday and Saturday
- **Village Apartments**
  - 9:00 a.m. – 1:00 a.m., Sunday through Thursday
  - 24-hour visitation, Friday and Saturday

All students are responsible for what occurs in their assigned room or suite/apartment. If a violation of the Visitation Policy occurs all occupants of that room or suite/apartment may be held accountable. Same-sex overnight visitors are permitted on a limited basis and with the permission of all students assigned to that room or suite/apartment. Residents are expected to be mindful of their roommate and their suitemates when hosting visitors.

**Guests**
A guest is defined as any person on YHC premises who is not a current Young Harris College student. In addition to having to abide by all above visitor conditions, the following restrictions also apply to guests who enter a residential complex:
- Residents must register their guests with their Resident Director in writing in advance of their guest’s arrival.
- All guests must have a designated host. Hosts are responsible for the conduct of their guests and for escorting them at all times. Guests are not allowed to be present in a residential complex without their host.
- Guests are not exempt from observing all College Policies and will be asked to leave campus if found to be a disruption to the community or individual residents.
- No overnight guests are permitted prior to the start of classes and after Reading Day each semester.
- A student may have no more than two guests at a time.
- Guests may not stay for longer than two nights per visit. The Residence Life Coordinator of that complex must approve any extension. No guest is allowed to stay for an extended period of time or to visit an unreasonable amount of times, as determined by the Director of Residence Life.
- Overnight guests UNDER the age of 18 must have written consent from the Director of Residence Life or the Residence Life Coordinator of the complex. Permission is typically granted with parental consent.
- No person may take up residence, as defined by the Assistant Dean of Students, in campus common areas (public or those within a suite/apartment) or a bedroom to which they have not been formally assigned.
For additional information, please reference the most recent version of the Young Harris College Guide to Student Life found at www.yhc.edu/student-life/guide.

**Housing Costs**

Double occupancy room rent per semester for 2015-2016:
- Tier 1 - $2,313 (Appleby Center, Appleby West, Manget)
- Tier 2 - $2,913 (Enotah, The Towers, Rollins and Hillgrove)
- Tier 3 - $4,260 (The Village)

**Damages and Fees**

*Community and Shared Responsibility*
In addition to College Policy pertaining to community and shared responsibility, residential students are responsible for assisting in the maintenance of a healthy, safe, and comfortable living community. Students are responsible for their assigned room, its contents, and any act that takes place in it. It is important for all residents to understand that they are responsible for what goes on in their room and suite/apartment. Students are also expected to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of good community living. In situations where personal responsibility cannot be determined, all occupants of a room, suite, or hall may be charged accordingly. Shared responsibility applies to both disciplinary action and monetary fines.

*Damage*
Rooms and furnishings should be kept in good condition at all times. Students are responsible and will be charged accordingly for any damage they cause. Nails, screws, and other such fixtures may not be used because of the excessive damage to walls and/or woodwork. Some examples for which occupants are held responsible include stains, burns, tears, breakage, or undue wear on furniture and walls. Students may also be charged a fine for leaving personal belongings or trash in the room upon check-out.

**Property Insurance**

Young Harris College's property coverage does not cover the personal effects of students. Students and parents should review the availability of coverage under the parent's homeowner or tenant insurance policy. If this coverage is not available, you may want to consider purchasing a policy. One agency that specializes in this type of policy is CSI Insurance Agency, Inc. (104 Bombay Lane P.O. Box 1207 Roswell, GA 30077; (888) 411-4911) For more information, visit www.collegestudentinsurance.com.

**Smoking**
All buildings on the Young Harris College campus are completely smoke-free, including residence halls. All smoking must take place outdoors and at least 30 feet away from buildings, breezeways and balconies in designated smoking areas.
AMENITIES AND CAMPUS RESOURCES

Vehicles on Campus

All students are permitted to have and operate an automobile on campus. Vehicles are registered with the Young Harris College Police Department and must bear a parking decal for the assigned parking area. Vehicle registration is $65 for each semester billed to student accounts.

Cable/Internet

Young Harris College residential facilities are equipped with cable television connections. Basic cable service is available in the common room of each suite and main common room of each residential facility. Bedrooms in Enotah Hall do not have cable connections.

In addition to the campus computer labs, students can access the campus computer network and the Internet from their residence hall room via a wireless connection. For information about computer compatibility with the campus system, contact the Information Technology Helpdesk at (706) 379-5212.

Mail

The U.S. Post Office for the city of Young Harris is located near the front of the College campus on College Street. All students are encouraged to obtain a PO Box from the Young Harris Post Office when they arrive on campus so that they can receive mail. A small box may be rented for a year or 6 months for a nominal fee. The Young Harris Post Office is maintained by the USPS, not the College. Keys must be returned to that location upon completion of the rental period.

If a student does not have a PO Box s/he is still able to receive packages. Items may be shipped to 1 College Street, Young Harris, GA 30582. The Business Office will notify students via email when they receive a package. Packages may be picked up Monday through Friday from 8:00 a.m. – 5:00 p.m. with a student ID.

Laundry

Each residence hall is equipped with a laundry room, accessible using the YHC One Card, for residents of that building. The use of washers and dryers is included in residential fees. Students must provide their own detergent. All washers on campus use “high efficiency” detergent. Each unit in The Village Apartments has its own washer and dryer.

Additional Campus Resources

For information regarding additional campus resources, please reference the most recent version of the Young Harris College Guide to Student Life found at www.yhc.edu/student-life/guide.