

Residence Life



2026-2027
HANDBOOK



Go Further Together at FGC

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Welcome to Florida Gateway College's Residence Life Program!

Welcome to Florida Gateway College and your new home in Granger Hall!

We're so excited for you to join our Residence Life program and can't wait for you to experience everything being a Timberwolf has to offer. This year is your chance to meet new people, enjoy new things, and grow academically and personally. Remember, what you put into any experience is what you'll get out of it, so we encourage you to jump in and make the most of this year!

This handbook is your go-to guide for living in Granger Hall. Inside, you'll find helpful information, expectations, and tips to make your time here smooth and successful as well as important campus policies. If you ever have questions, don't hesitate to reach out, we're here for you every step of the way.

We encourage you to take full advantage of this opportunity by engaging with your peers, participating in campus activities, and remaining focused on your educational goals. Should you have questions or need assistance, please do not hesitate to contact me, Amy Dekle, Director of Student Life; the Coordinator of Campus Life; or your Resident Assistants (RAs). We've all been there, so no question or idea is too simple or silly. If you have questions, most likely your fellow peers have them too! Also, if you have a program or activity idea, we want to know! Communication is key. Please utilize the information in this guide to help yourself and others be as successful as possible during your time here at FGC.

Welcome again to FGC, and let's make this your best year yet!



Amy Dekle
Director of Student Life



Mission

Florida Gateway College's Residence Life department is committed to creating a supportive, safe, and engaging community that focuses on personal development and academic success. We seek to provide students with a caring environment that is both intellectually and socially fulfilling, with an emphasis on student growth and student accountability.

Before you Arrive

Application Process

Residence Life applicants must complete the entire Residence Life application by the posted deadline for the applicable term. This includes signing and returning the Residence Life contract, submitting the non-refundable \$100.00 processing fee, and providing proof of a state-issued ID, current health insurance coverage, and proof of immunization or an approved waiver.

Residents must be at least 18 years old by the published move-in date to be eligible to live in Granger Hall. Requests for exemption to the age requirement may be submitted to residence.life@fgc.edu for consideration.

Resident selections will be made by the posted selection date, and applicants will be notified of their status through their FGC email with an official Residence Life acceptance letter.

Immunizations

Meningitis is a serious infection and swelling of the protective membranes (meninges) around the brain and spinal cord. Symptoms of meningitis can include sudden high fever, stiff neck, bad headache, nausea or vomiting, confusion, and seizures. If left untreated, meningitis can result in serious illness, long-term brain damage or death.

The CDC recommends vaccines for meningococcal meningitis, as vaccines are found to be between 85% and 100% effective in preventing meningitis. Possible side effects include but are not limited to redness, soreness or swelling at the site of the vaccine, muscle or joint pain, headache, fatigue, fever or chills, and/or nausea or diarrhea, all of which may last for several days following the injection.

Hepatitis B is a serious liver infection caused by the hepatitis B virus (HBV). The virus passes from person to person through blood, semen or other bodily fluids, though it is not transmitted by coughing or sneezing. Symptoms range from mild to serious and often include, pain in the stomach area, dark urine, fever, joint pain, loss of appetite, upset stomach and vomiting,

weakness and fatigue, and/or jaundice. Hepatitis B can either be acute (lasting less than six months) or chronic (lasting more than six months). Chronic HBV infections can lead to other serious health conditions including scarring of the liver (cirrhosis), liver cancer, or liver failure. A vaccine can prevent infection with the hepatitis b virus.

Residence Life Fees

All Residence Life fees, including housing and meal plan costs, can be found on the official Florida Gateway College website. All fees must be paid prior to moving into Granger Hall. Anyone with any unpaid fees owed to the college will not be allowed to move in.

Eligibility

All residents must be enrolled in at least 12 credits each semester. Students must be fully registered for their courses before the designated move in date for the Fall and Spring terms. Residents are required to take 75% of their courses in person, and any exceptions must be approved by the Executive Director of Financial Aid and Student Engagement. Students in limited access or certificate programs wherein they may be taking less than 12 credit hours per the program's requirements must get approval by the Executive Director of Financial Aid and Student Engagement prior to application approval. Residents who wish to withdraw or otherwise drop below 12 credits must meet with their Advisor and the Coordinator of Campus Life to see if any other options are available. If the resident drops below the approved credit hours during either the Fall or Spring semester and does not have proper approval, their Residence Life contract will be terminated.

Students must maintain a minimum GPA of 2.0 upon entry to Granger Hall regardless of term. All students present in the Fall term must maintain a 1.5 minimum GPA going into the Spring semester to remain in Granger Hall. Any students who do not meet these GPA requirements will have their application denied, or have their contract terminated. Petitions for exceptions can be sent to residence.life@fgc.edu and must be approved by the Executive Director of Financial Aid and Student Engagement.

Anyone convicted of a felony or a crime involving dishonesty is ineligible for the Residence Life program.

What to Bring to Granger Hall

The following items are what Residence Life staff encourage students to bring when moving in.

BEDDING / BEDROOM DECOR	
Pillow(s) & Pillowcase(s) – Standard Size Pillow Sham(s) Mattress Pad/Topper/Cover – Twin XL Sheets & Comforter – Twin XL	
Body Pillow; Throw Pillow(s); Blanket(s)	Wastebasket
Alarm Clock	Fan
Floor Lamp	Assorted Décor Items

BEDROOM ORGANIZATION AND STUDY	
Under-Bed Storage; Storage Bins	Laundry Hamper/Basket
Shoe Storage	Clothes Hangers; Closet Organizers
Desk Lamp	Calendar
Desk Organizers	Flash Drive(s); Assorted School/Study Supplies

BATHROOM NECESSITIES	
Bath Towels; Hand Towels; Washcloths	Robe & Slippers
Toiletries (soap, shampoo, etc.)	Hair Dryer; Flat Iron; etc.
Flip flops for shower	Toothpaste / toothbrush
Shaving cream/razors	Toilet Paper; Kleenex; etc.

CLEANING SUPPLIES	
Vacuum	Broom (w/ Dustpan) and Mop
Disinfectant Wipes	Rubber Gloves
Cleaning Rags and/or Sponges	Liquid Dish Soap
Hand Soap	Laundry Detergent; Fabric Softener; etc.
Preferred Cleaners	Paper Towels

KITCHENETTE NECESSITIES	
Dishes/Dining Ware (plates, bowls, etc.)	Utensils
Drink Ware (glasses, cups/mugs, etc.)	Water Jug or Pitcher w/ Filter
Food Storage (bags, containers w/ lids, etc.)	Dish Drying Rack
Reusable Water Bottle; Travel Mug	Can Opener; Bag Clips; etc.
Dish Towels and Sponges	Wastebasket (w/ lid) & Garbage Bags

MISCELLANEOUS ITEMS	
Flashlight	Batteries
First Aid Kit	Financial Aid documents
Umbrella	Headphones
Computer	Hangers
Lockbox	Gaming Systems; Fitness Items; etc.

What NOT to Bring to Granger Hall

The following items are what Residence Life staff outright prohibit or deem unnecessary in Granger Hall. Please do not bring these items to move in. If you have any questions or need clarification, please contact the Coordinator of Campus Life.

PROHIBITED ITEMS	UNNECESSARY ITEMS
Candles, wax burners with an open flame	Microwaves/Cooking Appliances
Incense	Extension Cords
Open Flame sources (hot plates, grills, etc)	Large personal furniture
Lava lamps	String lights that use extension cords
Space heaters/air conditioners	Stick on Wall decals
Alcohol, illegal drugs, and drug paraphernalia	Minifridges
Weapons of any kind	Mattresses
Explosives / firecrackers	Bed risers
Any form of tobacco products / vapes	Lighters

Student Accountability

Living on campus is a privilege, not a right. Students are expected to behave in a responsible manner and observe the established regulations of Florida Gateway College, as well as local, state, and federal laws. FGC reserves the right to edit and add regulations as necessary for the overall improvement of the Residence Life program. Students who fail to meet FGC's expectations will be held accountable for their actions in accordance with both the Residence Life and Student Codes of Conduct as applicable.

Family Education Rights and Privacy Act (FERPA)

This is an exciting time in students' lives, and we understand that their loved ones want to ensure the best experience possible for their students. However, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, FGC will not disclose the student's information to anyone but the student. For any representative of FGC to disclose any student

information, the student must have a completed FERPA release form (FERPA Authorization to Release Information) for that person and have the form on file with FGC's Records department. For more information about FERPA, visit: [Family Educational Rights and Privacy Act \(FERPA\)](#)

Annual Security Report

Each year, FGC publishes an Annual Security Report to remain in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report contains applicable crime statistics as well as institutional policies and procedures relating to safety and security. This report also includes information about crime reports, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the overall FGC community. The Annual Security Report is available for review here: [Annual Security Report](#)

Drug-Free and Alcohol-Free Campus and Workplace Notification

Each year, in accordance with the Drug Free Schools and Communities Act, FGC publishes a Drug-Free and Alcohol-Free Campus and Workplace Notification. This notification details FGC's standards of conduct and disciplinary sanctions associated with the use or possession of alcohol and illegal drugs. Also documented are applicable federal, state, and local laws and penalties, health risks, and information about prevention and assistance available from FGC and in the community. The Annual Notification is available for review here: [Policies and Procedures](#)

Campus Mailing Address and Information

When expecting mail, students should use the address below:

[Student Name]
Granger Hall / Bldg. 22
149 SE College Place
Lake City, FL 32025

Mail can be retrieved in Building 25 during open business hours (Monday through Friday, 8AM to 4:30PM). If a student needs to send a package out themselves, they can reach out to mail room staff for assistance or utilize a service in Lake City. Please note that when a student checks out of student housing, it is their responsibility to update their address as necessary. Any mail received for a student who is no longer a resident of Granger Hall will be returned to the original sender.

Staff and Support

Director of Student Life

The Director of Student Life, who is over the office of Residence Life, is in Building 7 (The Hall / Student Activities). Regular office hours are Monday through Thursday from 8:00AM to 4:30PM and Fridays from 9AM to 4:30PM (excluding days FGC campus is closed). The director may be reached via email at residence.life@fgc.edu.

Coordinator of Campus Life

The Coordinator of Campus Life oversees the daily operations of Granger Hall and resides within the residence hall community. As a live-in professional staff member, the Coordinator serves as a resource for residents, provides support and guidance, addresses community concerns, and helps ensure a safe and positive living environment.

Office hours may vary; however, the Coordinator's office is located in Building 007 (The Hall) and they may also be found in Granger Hall. The Coordinator can be reached by email at residence.life@fgc.edu.

Resident Assistants (RAs)

Resident Assistants, or RAs, are students that work as staff members and live within Granger Hall. Their primary objective is to assist with the day-to-day operations within the Residence Life community, as well as communicate with other residents in a variety of ways. As remuneration for the duties involved, RAs receive a private room and board. If a student is interested in becoming an RA, they can indicate as such in their application.

RAs are one of the most helpful resources the Residence Life program offers, as they help build a sense of community, share knowledge, and can give tips on how to adjust to college life. Every year, RAs are carefully selected on important criteria; they are trained to ensure Residence Life policies are followed and that residents are helping to contribute to a safe environment. If a resident needs assistance outside of their RA's scope or ability, an RA will connect them with other staff / college resources as appropriate.

Every week, at least one RA is "on call", meaning they are the immediate point of contact for any issues. They can be reached via phone at 386-623-1776. If your RA is unavailable, the Coordinator of Campus Life will be available for general assistance, maintenance concerns, and emergencies. Contact information for RAs and other staff will be provided during move-in orientation. The Coordinator of Campus Life can also be reached at residence.life@fgc.edu.

Residence Life Meetings

There will be mandatory meetings throughout the term to discuss important issues and information, such as the mandatory New Student Orientation that is required after move-in day in August (and January as applicable). Attendance is mandatory because information concerning safety and security, as well as other important topics, will be shared. RAs will also schedule regular wing meetings with their wing mates to share any important dates, events, or programs. Residents are responsible for following the information being presented at all such meetings. Conflicts with meetings should be explained to an RA (or the Coordinator of Campus Life) as soon as possible so proper arrangements can be made.

Facilities and Maintenance

Maintenance employees will repair, replace, or adjust college owned equipment or property. Students are not permitted to do so but are required to report any damage, mechanical failure, etc. to an RA or the Coordinator of Campus Life as soon as possible. When it comes to issues within a student's room, the space should be prepared for maintenance to enter and take care of the issue at hand. Failing to report any such issues can result in violations.

FGC Student Counseling Services

Florida Gateway College partners with BetterMynd to offer counseling to all its students, not just residents. For more information, please visit this page: [BetterMynd – Student Assistance Program](#). If a student needs further assistance, they are encouraged to reach out to the Coordinator of Campus Life and/or their Academic Advisor.

Campus Safety and Security

FGC's Security Department is dedicated to ensuring that FGC is a safe, secure, and orderly living environment. To contact Campus Security, call 386-623-2398 or use one of the emergency phones located at the intersection where each wing connects.

Sexual Misconduct / Title IX

FGC is committed to maintaining a safe and healthy learning and working community, wherein responsibility and respect are expected, as well as where no one is unlawfully discriminated against in any manner based on sex. As such, FGC strictly prohibits all forms of "sexual misconduct," which includes but is not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Students who experience or witness any sexual misconduct are encouraged to report these incidents to the College's Title IX Coordinator, Cassandra Buckles, Associate Vice President of HR, at either 386-754-4313 or Cassandra.buckles@fgc.edu

Campus Amenities

Building Layout

There are four wings to Granger Hall; Wings A, B, C, and D. We have male, female, and co-ed wings. Single rooms are available on a limited basis. Co-ed roommates will not be allowed, regardless of the relationship. Within Granger Hall there are common areas such as the communal bathrooms, the lobby, and the kitchenette. The hallways of each wing are also considered a common area. These common areas are free for students to utilize and enjoy, but it is expected for residents to do so respectfully. With reasonable notice, Residence Life staff may dispose of abandoned property in any common area, especially if it is trash, creates a mess/obstruction, or otherwise disrupts the health and safety of other residents.

Restrooms

On each side of the building, there are communal restrooms which are divided by sex. There is also an ADA compliant single stall restroom before Wing C. Use of restrooms will follow applicable state law and college policy, including Policy 6Hx12:6-52 which prohibits members of one sex from entering a restroom or changing facility designated for members of the opposite sex absent one of five specific exceptions.

Laundry

Laundry facilities are located within the bathrooms and are free for residents to use. Students should be mindful of their laundry so as not to disrupt the schedule of others. If a resident is continuously documented in their disregard of this courtesy while using FGC provided services, they risk disciplinary actions.

Common Areas: Kitchenette and Lobby

The kitchenette, located in Wing C, and the lobby, centrally located within Granger Hall, are shared spaces available for use by all residents. These areas are intended to provide opportunities for students to gather, relax, and engage with the residential community. Residents are expected to maintain these spaces in a clean and orderly condition. Any mess created, including food, trash, or personal belongings, must be cleaned up immediately to ensure the space remains usable for others. Failure to follow expectations for the use and care of common areas may result in disciplinary action and/or associated fines.

Cooking within the kitchenette is permitted using personal or College-provided appliances; however, all appliances must be used in accordance with safety guidelines. College-provided surge protectors must be used at all times to reduce the risk of electrical or fire hazards.

The lobby is equipped with a television that includes access to various streaming services for residents' use. This amenity is provided for shared enjoyment and should be used respectfully and with consideration for others in this space.

Use of College Property and Equipment

College-owned appliances, equipment, and shared resources within Granger Hall are provided for the use of residents and are intended to support the residential living experience. These items are not available for use by non-residents, including guests of residents, and may not be used for purposes outside of normal residential needs.

Furniture assigned to each room may be rearranged at the resident's discretion, provided the arrangement does not create safety concerns or obstruct exits or windows. All wardrobes must always remain positioned against a wall and may not be moved in a way that creates a hazard or interferes with room functionality. In rooms designated for double occupancy that currently only occupy one student, furnishings must remain arranged in a manner that allows for an additional occupant to move in at any time.

All College-provided appliances, including refrigerators, microwaves, washers, and dryers, must be maintained in a clean and sanitary condition. Residents are expected to clean up after each use and ensure that shared spaces remain usable for others. Damage to equipment, whether accidental or intentional, may result in charges to the responsible student(s).

Common-use equipment and amenities must be handled with care and left in good working conditions. Failure to do so may result in disciplinary action and/or associated repair or replacement costs.

Wireless internet access is provided to residents as part of the housing experience. Any issues related to equipment or connectivity should be reported promptly to the Coordinator of Campus Life to ensure timely resolution.

Dining Services

The Gateway Grill is in Building 14 and is open between the hours of 7:30 AM to 7:00 PM from Monday to Friday; there is no meal service on Saturday and Sunday. No meal services will be provided on the days the college is closed for holidays and breaks. Residence Life students are required to purchase a meal plan each semester; they may purchase additional food items, not covered by the meal plan, directly from the Gateway Grill at their own cost when they opt to do so. Specific pricing for the meal plan is listed on the Residence Life page of Florida Gateway College's website.

The Gateway Grill is a shared campus space intended to serve more than students residing on campus. Residents are expected to conduct themselves in a respectful and responsible manner while using dining facilities. Expectations include:

- Be respectful of others, including fellow students and Dining Services staff
- Clean up after yourself and dispose of trash properly
- Follow posted dining hall procedures and staff instructions
- Always use appropriate behavior and language
- Avoid disruptive or unsafe behavior

Failure to follow these expectations may result in disciplinary action in accordance with the Residence Life Code of Conduct and/or Student Code of Conduct.

Key Fobs

Upon move in, the resident will receive a key fob that allows them entry to their room and Granger Hall. They may not lend their key fob to anyone and must immediately report lost or stolen key fobs to an RA or the Coordinator of Campus Life. Key fobs are not permitted to be duplicated, tampered with, or intentionally broken. If lost, residents must purchase a new key through the MyFGC portal.

Designated Parking and Parking Decals

There is a designated parking area for residents in Lot 11, which is located behind Granger Hall. Parking outside of Lot 11 may result in being ticketed or towed at the owner's expense, as well as potential fees for violating the Residence Life Code of Conduct. Parking decals will be given out to all students at move in, and students are required to put these decals on their vehicles. If a student does not have a vehicle at move in, but obtains one later in the academic year, they must inform the Coordinator of Campus Life for documentation and decal issue.

Emergency and Safety

Emergency Notifications

FGC is committed to providing timely and accurate information to students during emergencies, severe weather, and other urgent situations that may impact campus operations or safety. In the event of an emergency or urgent situation, the College utilizes multiple communication methods to ensure messages are received as quickly and broadly as possible. These may include:

- Text Messages: Immediate notifications sent to your mobile phone
- College Email: Official communications sent to your FGC student email account

- College Website: Real-time updates and alerts posted on the FGC homepage

Students are responsible for ensuring their contact information is current and for regularly checking their FGC email.

If necessary, students should immediately report suspected or known security problems to an RA or the Coordinator of Campus Life at 386-623-1776 and Campus Security at 386-623-2398. Include the location (Granger Hall / Building 22 / “dorms”) and the emergency. These problems can include but are not limited to seeing strangers on campus outside of business hours, noticing someone unfamiliar trying to enter Granger Hall, and/or any suspicious activity noticed by residents.

Evacuation Plan

If an evacuation is deemed necessary, FGC must be notified where residents are going, with whom they are traveling with, and which students would need a list of local shelter information. This is to ensure evacuation happens in a safe and timely manner. FGC requests all residents complete and submit a Resident Emergency Evacuation Form (provided in the Residence Life acceptance packet) upon move in. The information provided is confidential and will be used only for emergency purposes in compliance with FERPA. If this information later needs to be updated, the student will need to contact the Coordinator of Campus Life. If a student is unable to devise or act on a plan, the Director of Student Life will assist in coordinating the evacuation of those residents unable to do so on their own.

Fires and Emergency Evacuation

Fire safety is a top priority with FGC. It is vital that all members of Residence Life understand and follow all rules and regulations set forth for the safety of everyone. Fires often start because of carelessness involving cooking, matches, candles, and any smoking products; so, many fires can be avoided through caution and common sense. Information regarding fire drills and fires reported can be found in the Florida Gateway College Annual Security Report, and specific procedures for residents will be detailed in this handbook.

If a fire or suspicious smoke is observed, activate the nearest fire alarm, call 911, and proceed to the nearest exit to the building’s closest evacuation location. Campus Security and local emergency services will respond to the sounding alarm and will direct residents accordingly. When an alarm sounds, all residents (and their guests, if applicable) must immediately evacuate the building using the nearest exit, closing doors behind them, and proceed to the nearest muster point. It is mandatory that all residents and guests evacuate the building, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded or when directed by FGC or law enforcement personnel is strictly prohibited.

and will result in appropriate disciplinary action. Always follow the directions of FGC's Residence Life Staff, Campus Security, and local police and fire departments. No one may interrupt emergency response personnel units once they have been dispatched to the campus.

During a fire, smoke will rise; so, the "cleanest" and safest air is that near the floor. If a normal escape route becomes smoky, students are hereby instructed to exit the building via their emergency exit window if possible. If escaping the room is not possible, students can stuff wet towels, sheets, and/or clothes around the door and vents to keep the smoke at bay. Students in these situations should immediately contact 911 and provide the operator with their location.

Emergency Exit Windows

Windows are to remain closed and always locked, except in cases of an emergency. Tampering with windows could result in a fine and/or disciplinary action.

Muster Points

A muster point is the area that evacuating students go to for safety. Each wing has a designated muster point. Each muster point will be at least 400-500 feet from Granger Hall. If there is suspicion that someone is missing, or potentially trapped within a building, this must be reported immediately to present FGC and emergency personnel.

- Students residing on Wing A and D (or if they are otherwise in the lobby) are instructed to evacuate to Parking Lot 2;
- Students residing on Wings B and C are instructed to evacuate to Parking Lot 11.

Re-Entry to Buildings

Students may not re-enter buildings until given permission to do so by both FGC and emergency personnel. Non-compliance will result in appropriate disciplinary action.

Reporting

All fire related incidents must be immediately reported to the Coordinator of Campus Life (or RA if the Coordinator cannot be reached) and FGC Security. If resident finds evidence of a fire that has been extinguished and they are unsure whether it has already been reported, the resident should immediately notify Security to investigate.

Accidental Fire Alarm Activation

Anyone who activates the building fire alarm accidentally or without a true emergency is responsible for any related costs resulting from the response. This includes, but is not limited to, cooking errors, smoking, vandalism, pranks, and any other policy violations. Any costs and

applicable policy violation charges will also be assessed to the resident(s) found responsible, even if this was the action of their guest.

Fire Drills

FGC's Residence Life will conduct at least one fire drill every major term. Residents may receive advance notification for some of the fire drill date(s); however, there will be times that they will not. This is to emulate emergency response and ensure fire evacuation procedures are understood.

Hurricane Watch

A Hurricane Watch signifies there is a probability that a hurricane may approach the area as noted by the National Weather Service. Residents should monitor weather alerts for details and changes in weather conditions. Residents are also encouraged to make necessary preparations and plans in advance in case there is need for evacuation.

Hurricane Warning

A Hurricane Warning is declared by the National Weather Service when a hurricane is expected to impact the area. The FGC President will determine if campus needs to be closed. If the College closes, residents will be provided with instructions regarding securing and evacuating Granger Hall as necessary. Residents must comply with all requests given by FGC and/or emergency personnel in evacuation situations.

Tornado Watch

A Tornado Watch is declared by the National Weather service to indicate that atmospheric conditions could lead to a tornado developing within the area. Residents should monitor weather alerts for details and changes in weather conditions.

Tornado Warning

A Tornado Warning is issued when a tornado has been observed in the immediate area. In the event of a tornado warning, residents must do the following:

1. Close both Granger Hall's exterior doors and internal room doors;
2. Stay away from areas within Granger Hall that have glass windows as much as possible;
3. Comply with all instructions given by FGC and/or emergency personnel.

Inclement Weather Preparation

Before inclement weather hits the area, students should follow the guidelines below as much as possible:

- Move all furniture away from windows
- Remove electronics from floor areas and unplug all of them
- Remove all personal items (shoes, rugs, etc.) from the floor and place all loose objects in drawers or closets
- Fill clean containers with water
- Park close together in assigned areas and put on the car's emergency brake
- Do NOT put tape on windows
- Lower and close all window blinds
- Ensure access to a flashlight
- Do NOT light any candles or use any matches
- Have a 3-day supply of nonperishable food available

During inclement weather, students should:

- Communicate with Residence Life staff to ensure their evacuation plan is up to date and safe to act upon
- Remain away from dangerous areas, such as the outside, windows, and doors as much as possible, this includes windows and doors
- Report any damage or emergency situations (such as flooding, broken windows, medical emergencies) to Residence Life staff immediately if they remain on campus

After inclement weather has passed, residents who left campus will not be allowed back into Granger Hall until their rooms and wings are confirmed to be safe. Residents can call FGC security at 386-623-2398 to receive updates regarding college operations. Please note that any damage to a resident's personal property is not the responsibility of FGC, so all students are encouraged to obtain insurance.

Damage to Granger Hall will be assessed and repaired by FGC Facilities in a timely manner. If residents need to be relocated due to damage, the Director of Student Life, the Coordinator of Campus Life, and RAs will work with each person to find a temporary location until their wing and/or room is safe for re-entry.

Bomb Threats

A bomb threat, even one made as a prank, is a serious offense and a violation of federal, state, and local laws. If a resident learns about a bomb threat being made, they should:

- Document, as accurately as possible, the time and date of the threat, and all statements made by the person making the threat;
- Listen to the voice to best determine the person's gender, age, accent, or any distinguishing features if possible;
- Listen to/for any background noises if the threat is coming through a phone call if possible;
- Note the alleged location of the bomb/device if possible;
- Immediately contact 911 and Campus Security at 386-623-2398.

If a threat is made via text message, email, or other form of written communication, residents should provide the documentation to 911, Campus Security, and the Coordinator of Campus Life.

In the event of a bomb threat requiring the evacuation of any building(s), residents will be alerted by emergency management and/or FGC personnel.

Shelter in Place Emergency Protocol

A "shelter-in-place" emergency is declared when it may be more dangerous to evacuate than to stay inside. Examples of these situations include violent or potentially violent behavior exhibited by a known individual threatening with or without a deadly weapon; a hostile intruder on campus; robberies; and/or, terrorist attacks. A shelter-in-place command will be announced via the Emergency Notification System (text and email) by FGC personnel. The following actions should be taken when this command is received:

- Anyone in hallways or other open areas should seek shelter in the interior area
- Individuals in outdoor areas should immediately take cover
- Notify 911 as soon as possible to convey the situation and extent of any injuries if present (911 should not be contacted otherwise)
- Barricade doors if necessary and possible
- Turn off lights
- Account for everyone currently in the space
- Remain quiet and silence phones
- Do not enter hallways or venture outdoors
- Crouch down in areas that are out of sight from doors and windows
- If a gunshot is heard, stay near the floor / shield under or behind furniture

Sheltering-in-place is to remain in effect until cancelled. Should the fire alarm sound during a shelter-in-place situation, do not evacuate a building unless you have firsthand knowledge there

is a fire in the building, you are in imminent danger, or you have received notification via FGC's security alert system.

Missing Students

If any member of the FGC community has reason to believe a student living in Granger Hall has been missing for 24 hours (or more), they should contact the Coordinator of Campus Life and Campus Security immediately. It is FGC's policy to comply with the requirements of the Jeanne Clery Act regarding missing people by providing notice to an emergency contact and/or parent/guardian if a student living in campus housing is declared missing. FGC officials will also notify local law enforcement within 24 hours of determination that a student is missing unless local law enforcement made the initial missing person determination.

Threats to Health and Safety

Residents are prohibited from participating in activities or disturbances that threaten the health and safety of themselves or others. All residents are responsible for keeping the hallways, kitchen, bathrooms, and lobby clear of any fire or evacuation hazards.

Referral for a mandatory assessment and/or behavior contract may be required when residents endanger themselves (or others) due to misuse of prescription/over the counter or illegal drugs and/or other harmful substances such as alcohol. Inability to exercise care for one's own safety, the safety of others, and/or the protection of college property due to consumption of alcohol or other controlled substances is prohibited. This includes need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, and loss of control of bodily functions.

Students are prohibited from possessing AND being under the influence of illegal drugs or alcohol while on FGC campus. Doing so is a severe violation that can result in fines and/or immediate termination of a student's Residence Life contract. It will also result in the student in question being referred to the office of Student Code and Conduct.

Physical abuse or harassment of another student or person within the FGC community is prohibited. This may include physical assault and threatened or completed actions resulting in physical or emotional harm. Acts of self-mutilation or any behavior intended to hurt oneself are also grounds for a mandatory assessment. Verbal or written statements that intimidate, harass, coerce or threaten others or their property are prohibited. This includes images, all modes of electronic communication, and social media.

Communicable or Infectious Diseases

Any student with a suspected or known communicable or infectious disease is to notify the Coordinator of Campus Life as soon as possible. The student may be required to see a medical provider before returning to Granger Hall or classes. The student will be expected to follow the protocol that is ordered by the provider. The Coordinator of Campus Life will notify other faculty, staff, and other students as deemed necessary, to prevent spreading the infection to others. The college will consider the special needs of students with a communicable disease.

In accordance with applicable Florida law and college policy, Florida Gateway College does not discriminate against students based on actual or perceived HIV/AIDS status. HIV/AIDS is not transmitted through casual contact within residence hall environments. All medical information is considered confidential in accordance with applicable laws and regulations. Harassment, discrimination, or intimidation related to an individual's health status is prohibited and may result in disciplinary action.

Insects

Resident Life staff will quickly resolve any insect issues for the safety and comfort of all residents of Granger Hall. If there is suspicion that there are bed bugs (or other infestation) in a room or any other area within Granger Hall, residents should immediately report it to Residence Life staff. Residents should not remove any items from an infested room or try to remedy the problem by themselves. In these situations, the primary goal is to rid the area of infestation as quickly as possible and stop the spread. To guard against insects, any food such as cookies, crackers, etc., should be kept in sealed containers on a shelf and not on windowsills or building ledges.

General Safety Tips

In addition to what has been discussed in this section, residents are encouraged to follow the safety tips below to keep themselves and others within Granger Hall safe.

- Never prop exterior doors open; if this is done for an extended period, it will trigger an alarm with Campus Security. Make sure doors are fully closed and locked when leaving a room/wing.
- Do not leave valuables out in the open. Inventory property and include serial numbers; keep important documents and items in a lock box.
- Do not interfere with any electrical equipment.
- Do not leave food unattended while cooking.
- Travel with a companion after sunset.

- When leaving campus, residents are encouraged to inform their RA and others (roommate and friends) of their whereabouts and expected time of return when possible.

Residence Life Policies and Procedures

Below is an overview of various topics that will help you be successful and comfortable within Granger Hall. This list is not all inclusive, so please feel free to reach out to the Coordinator of Campus Life with any questions.

Student Code of Conduct

Any student who attends Florida Gateway College consents to the policies of FGC, the State Board of Education, and the laws of Florida. FGC's behavioral expectations for students and related disciplinary process are detailed in the Student Code of Conduct. Violations are subject to discipline, including, but not limited to, fines and even removal from on-campus housing. For more information about the Student Code of Conduct visit: [Student Handbook](#).

Residence Life Code of Conduct

In addition to the Student Code of Conduct, residents must adhere to additional standards that are specific to FGC's Residence Life program which are detailed in this handbook. Violations are subject to discipline, including but not limited to fees and/or termination of their contract. Please visit the final section of the handbook for more detailed information.

Right of Entry and Room Inspection

The College and its representatives reserve the right to enter students' room at any time for any health/safety-related or other institutional purpose, including, but not limited to: inspect, verify occupancy, make improvements or repairs, reclaim College property, control the room in the event of an epidemic or emergency, or if there is reason to believe that any College rules, regulations, policies, procedures, code of conduct, or local, state, or federal laws are being violated.

In these situations, if prohibited items such as alcohol, drugs, or weapons are found, the items can be seized and used against students in a criminal and/or college disciplinary action. In addition, College officials may temporarily secure the location and deny students and others access to the room. A student's refusal to cooperate in such situations may result in disciplinary action.

Regular room inspections (scheduled and unscheduled) will occur throughout each Fall and Spring semester. Reasonable efforts will be made to give at least 24-hour notice before the service or inspection is performed when appropriate.

Any designated college official may enter and search for college premises if there is reason to believe that the premises are being used for an illegal purpose, a purpose that violates health or safety regulations, or any action that interferes with normal college operation. Evidence found in such a search might be confiscated and used in disciplinary proceedings. Severe violations in relation may result in fines and/or contract termination. FGC may contact emergency medical services when a student's health or safety appears to be at risk. The resident will be responsible for all medical fees accrued outside of health insurance coverage in these situations.

Free Speech

FGC respects all students' right to free speech and expression to the extent possible. However, such rights are not unlimited. Residents should understand that FGC may regulate, or even prohibit, a resident's speech or expression if it interferes with the operations of the College or infringes upon the rights of other residents. Refusal to cooperate may result in disciplinary action.

Use of Premises

Every resident agrees that the assigned space is licensed for residential use only; this means that students shall not use the space as a business address, nor shall they conduct any business activities on the premises. Conducting business activities includes, without limitation, using the living unit address as a mailing address for business related activities and functions and hosting of websites. Residents additionally agree not to permit the living unit to be used for any illegal purpose, nor to engage in illegal acts upon the living unit or upon the grounds of the residential community.

Animals

In accordance with Florida Gateway College policy 6Hx12:3-12, all animals are prohibited in Residence Life facilities unless approved by the College or permitted by law.

Appropriate Dress

Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare, and safety for themselves and for their associates in the community regardless of their gender. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes, especially when utilizing, entering, or leaving from dorm rooms or restrooms.

Break Periods

Housing will only be offered Fall and Spring semesters, but also will not be available during published break periods such as Thanksgiving break, Winter break, Spring break, etc. During these extended breaks, students will be required to check out and leave campus during the set times given and are not allowed to return to campus until the specific date and time provided. To “check out” for breaks students must complete paperwork that they turn into the Coordinator of Campus Life or their RA. The only exception is if Granger Hall closes due to an emergency, in which case the Coordinator of Campus Life will provide residents with the necessary emergency protocol. Residents may leave their belongings in their room during break periods in the Fall and Spring semesters. Residents must also keep their key fobs with them, however, their key fobs are temporarily deactivated during break periods. Students are not required to move out and leave if campus is closed for one day because of a holiday.

Damages

Residents are expected to respect all college property and not deface or damage it, both inside and outside of Granger Hall. This includes, but is not limited to, tagging or graffiti of any type, adhering nonremovable peel and stick wall decals, purposely destroying the property (doors, locks, windows, furniture, etc.), or dismantling or tampering with safety devices such as smoke alarms. Residents must pay charges levied against them by FGC for damages.

Intent to Vacate

Pursuant to the contract agreement, residents are committed to living in Granger Hall for both Fall and Spring semesters of the academic year. Residents may receive an exception to charges in extenuating circumstances, or if they fail to meet contract requirements (such as maintaining the required GPA and/or credit hours necessary to stay in Granger Hall). Residents in these situations will be required to fill out an “Intent to Vacate” (ITV) form and meet with the Coordinator of Campus Life to discuss whether they will be permitted to break their contract.

FGC may grant or deny the request to vacate and whether the student is owed money back at a prorated fee for the remainder of the term. An ITV form must be approved by both the Executive Director of Financial Aid and Student Engagement and the Vice President of Student Services before any prorated refund can be applied to the student’s account. In the case the form is being submitted for anything other than policy violations, the determination will be based on the following standards with appropriate verification: end of student status, marriage or domestic partnership, failing to meet eligibility standards, and/or hardship outside of the student’s control. If the request does not meet any of the previous conditions, it will not be approved, and the resident will owe the amount due under the full fee period of the contract regardless of if they choose to stay in Granger Hall or not.

FGC reserves the right to terminate any Residence Life contract for any resident at any time for violations of college policy, safety concerns, failure to meet eligibility requirements, or other administrative reasons deemed worthy by FGC. If this occurs, residents are required to remove all belongings within three (3) days of the contract termination date or by the move out date specified on the approved Intent to Vacate form.

Liability and Insurance

FGC acknowledges, and the resident is hereby made aware, that criminal activity, personal injury, and theft occur in the state of Florida, and the risk exists for such future occurrences on college property. Therefore, the residents agree to assume responsibility for their own personal safety and security, as well as, for their own personal belongings. To reduce the financial burden of replacing personal belongings after unexpected events, residents are strongly encouraged to obtain appropriate coverage, including renter's insurance. FGC does not assume responsibility for any resident's, guest's, or other person's loss of money or valuables, or for the loss of or damage to property due to natural and unnatural causes (i.e., flooding, fire, etc.) or injuries, personal or otherwise, sustained on or about the FGC premises.

Move In

Move-in day takes place before classes begin each semester and is by appointment only. Students will receive scheduling details in their Residence Life acceptance email and will work with the Coordinator of Campus Life to select a move-in time. If an alternate date is needed or an unexpected issue prevents moving in as scheduled, students must contact the Coordinator of Campus Life as soon as possible. All eligibility requirements must be met and all fees paid before moving into Granger Hall. Students are encouraged to bring a dolly, as carts may be limited. During move-in, all residents must complete a Room Condition Form (RCF), which documents the condition of the room and furnishings and will also be used during move-out.

Move Out

Residents must move out of Granger Hall by the designated Spring deadline each year. Graduating students may move out the day after commencement, and student athletes with post-term responsibilities must coordinate with the Director of Student Life and Residence Life and the Athletic Director for alternate arrangements. Move-out is by appointment, and scheduling details will be provided in advance. Limited carts may be available but cannot be left outside or in the walkways.

During move-out, residents and Residence Life staff will complete a room walkthrough using the Room Condition Form (RCF). Any unreported damage beyond normal wear and tear will be charged to the resident(s). Rooms must be cleaned, emptied of all personal belongings, and

college furniture returned to its original placement. Cleaning should include wiping down the provided refrigerator and sweeping and mopping floors. Charges for damages, cleaning, or abandoned items will be sent to the student's FGC email with an appeal deadline. Shared room damages not assigned to one resident may be split between roommates. Failure to properly check out will result in a \$100 improper checkout fee, and missing keys will result in a \$100 key fob replacement fee.

Items left behind will be logged and stored temporarily by Residence Life staff. Students have two weeks to retrieve belongings before items are transferred to FGC Facilities for temporary storage. After 30 days, unclaimed items will be considered abandoned and disposed of.

FGC does not provide summer storage. Students should arrange storage off campus and forward their mail for the summer term. The FGC mailroom is not responsible for resident mail during summer. For more information, contact the mailroom at 386-754-4327.

Personal Property, Appliances, and Equipment

Residents may bring some personal property and equipment to campus for use in their room, if such property and equipment do not endanger resident safety or restrict reasonable freedom of movement within shared living spaces. Things like candles and hot plates are not permitted; students found with any prohibited items may incur a fine or other consequence. Limited additional furniture may be allowed with the approval of the Coordinator of Campus Life, but requests for this must be in writing and in advance to move in day. Multiple power cords or extension cords are not permitted, because they run the risk of fire or electrical damage. If needed, students are only permitted to use the surge protectors provided to them upon move in, but these are college property and to be returned upon move out. These surge protectors must be plugged directly into a wall outlet and not left hanging to avoid risk of fire and/or electrocution.

The use of electrical appliances is limited because of sanitation, safety, and circuit overload concerns. All approved appliances such as hair dryers, irons, and fans must bear the American Underwriter's Laboratory seal of approval and have self-contained (not exposed) heating elements. Appliances of this type should be unplugged when not in use. No appliances used for cooking are allowed to be used in student rooms. These include but are not limited to microwaves, toasters, hot plates, crock pots, rice cookers, pressure cookers, and/or toaster ovens. Students found with any of these kinds of items plugged in or obviously in use in their rooms run the risk of having them confiscated and might potentially incur fines or other consequences. On top of running a risk for electrical damage or fire, they can also attract bugs due to food crumbs or residue. Residents may use the following appliances in their rooms:

Clocks, radios, stereos, televisions, fans, personal computers, desk lamps, gaming systems, coffee makers, and the college-provided mini fridge (students may swap their own for the provided one).

The conditions for using the above appliances are:

If the appliance has a heating element, the element must be enclosed.

Appliances are to be used on a non-combustible surface (special pads can be purchased from local department stores) and never on bedding, upholstery, or wood surfaces.

Appliances should be attended while in use and unplugged when not in use.

If these conditions are not met, the Coordinator will request the appliance be permanently removed from the room or confiscate it themselves.

Residents' Expectations and Responsibilities

Living within Granger Hall is a privilege, not a right. Thus, students are expected to behave in a responsible and appropriate manner, as well as observe and adhere to the established rules and regulations of FGC (as well as those of public law in the state of Florida). As a member of the FGC Residence Life community, residents have the responsibility to:

- Help maintain an environment conducive to academic pursuit, in which quiet hours are respected and upheld;
- Treat fellow residents and FGC employees with respect, consideration, and cooperation;
- Treat every resident with personal dignity, and report incidents of racial or other discrimination or harassment to an FGC employee;
- Understand and comply with all FGC and Residence Life policies and regulations;
- Resolve personal and community issues in a calm and diplomatic manner;
- Act by addressing any situation with an FGC employee or a fellow resident (if you feel safe to do so) when it interferes with your rights or the rights of others;
- Exercise an individual commitment to personal and community security;
- Understand their personal responsibility and accountability for their actions, as well as that of any of their guests;
- Act in a tolerant manner towards others as any acts of intolerance are prohibited on FGC campus.
- Maintain the cleanliness of the room and the upkeep of student's own personal furniture and that which FGC provides, as well as that of common areas and FGC property.
- Keep yourself and others safe from the spread of germs by following CDC recommended hygiene practices and social distancing guidelines when appropriate and necessary.

- Note that the preparation or cooking of food (with or without an appliance) is not permitted in student rooms.

Residents are expected to contribute positively to the community and respect the rights and needs of others. Community living requires students to be mindful that their actions may affect those around them. By living in Granger Hall, residents agree to uphold these community standards and contribute to the overall success of their peers.

Residents' Rights

Living in Granger Hall is a unique experience that requires cooperation, respect, and shared responsibility among all residents. The goal of the Residence Life program is to create a safe, respectful, and academically focused community where students can live and learn together. Residents therefore have the right to expect the following:

- The ability to sleep, read and study, free from undue interference, unreasonable noise, and other distractions;
- Personal privacy within the limits of your Residence Life Room;
- A clean-living environment within common areas;
- Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes acts of ethnic or racial intimidation, hazing, or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, or veteran status;
- Assistance and support resources available from RAs and the Coordinator of Campus Life.

If any Resident feels that these rights have been infringed upon, they need to immediately seek assistance from an RA, if not the Coordinator of Campus Life, to discuss the situation at hand.

Roommate Agreement Forms

Residents who are paired as roommates (whether by coincidence or request) in a “double” room will be given an agreement form upon move in. This form should be completed by the two students together, and the residents are encouraged to have an RA assist and/or mediate the completion of this form. The form includes topics that both roommates must agree on, such as sleeping hours, guests, division of space within the room, study hours, etc. Residents are required to complete and submit the form within two weeks of move in, so that it can be reviewed, copied, and filed for reference as necessary. If disagreements occur between two roommates, the agreement form is what will be utilized during mediation.

Room Changes and Room Consolidation

If possible, room changes will be conducted during designated periods each semester as necessary. Room changes will only be made on an emergency and administrative basis. Room change requests may be submitted to the Coordinator of Campus Life in writing but will involve investigations into why any issues have arisen between roommates. RAs and the Coordinator of Campus Life will always try to assist with mediation multiple times before requests for room changes are investigated and potentially granted.

Students who have paid for a double room, and later find themselves without a roommate will be contacted by the Coordinator of Campus Life to discuss their options, which could be to:

- Pay the additional cost of a single and stay in the current room;
- Relocate to another room with a student in similar circumstance; or
- Accept a roommate in the current accommodation.

Refusal to relocate is not an option and residents failing to comply could be subject to campus disciplinary action.

Residence Life Code of Conduct

This section details the Residence Life code of conduct that all residents are expected to adhere to, and which they agreed to by signing the Residence Life contract during the application process. As stated previously, regular inspections will be conducted throughout the academic year to ensure that policy is being met; if a student is found not meeting policy, they could receive a violation of the Residence Life Code of Conduct. Violations can come with various forms of reprimand, which include but are not limited to fines, probation, and even termination of a student's contract. Additionally, this list is not all inclusive and additional violations, and their possible consequences, may be determined at the discretion of the Executive Director of Financial Aid and Student Engagement.

Appeal of Violation Fees and/or Contract Termination

If a resident is fined or has their contract terminated due to violation(s), they are legally allowed to appeal the decision.

As previously stated in this Handbook, FGC tracks the condition of Granger Hall rooms through routine inspections. Residence Life staff will conduct an initial review of the room and suite before move in and document pre-existing damage on the Room Condition Form. The same form is referenced at move out. Any new damage beyond normal wear and tear, as determined by Residence Life Staff, will be charged to the student's account. Fees may also be charged if an

improper check out is conducted, a key fob is not returned, a space is left dirty or belongings are abandoned, a violation is found, etc. as earlier discussed. Residence Life fees/charges include direct cost recovery issues (damage repairs) and other fees, fines, and penalties.

To establish standardized practice for reviewing and responding to the appeal of any Housing fee/charge including, but not limited to, contract cancellation fee, key replacement fee, cleaning fee, damage fee, etc., the below policy is in place.

An appeal of Residence Life Fees or contract termination must be submitted via email to Residence.Life@fgc.edu . Additional supporting documentation (if any) must be attached.

All appeals of Residence Life Fees or contract termination will be reviewed and acted upon by the Residence Life department.

If the student is not satisfied with the results of the appeal, the student may file another written appeal to the Executive Director of Financial Aid and Student Engagement within 14 business days of the decision.

The recommendation of the Executive Director will be submitted to the Vice President of Student Affairs for the final decision.

3. If an appeal is approved, applicable charges may be removed from the student's account. However, Florida Gateway College reserves the right to uphold a housing contract termination when deemed necessary, regardless of the outcome of the appeal.

Cleanliness

Students must keep their own rooms clean and free from offensive odors, and they are expected to clean up after themselves in all common areas as well. If a student needs assistance with cleaning anything, they are to reach out to their RA.

Disruptive Activity

In addition to respecting posted quiet hours, residents are prohibited from engaging in any activity that might disrupt the productivity or rest of others at any given time of the day. The use of sporting equipment (i.e., skateboards, bicycles, rollerblades, etc.) is prohibited inside FGC owned buildings. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of space by others is also prohibited. This includes leaving such equipment in the hallway where it could block or trip any people trying to move through (or quickly exit in case of an emergency). The obnoxious or disruptive use of motorized equipment (i.e., self-balancing scooters, drones, etc.) is prohibited on campus, especially if it is unsafe or disruptive to a cohesive learning environment. Usage of such equipment is always prohibited inside all buildings.

Recreational sports in the buildings or common spaces outside their designated areas is prohibited. Engaging in disorderly and/or lewd conduct is prohibited. This behavior may include but is not limited to banging on Granger Hall doors and walls, urination/defecation outside of designated restroom areas, climbing onto restricted areas such as building roofs, and/or exposing private body parts in public. If a resident witnesses or otherwise learns of any disruptive activity, they are required to report it to an RA or other Residence Life staff; failure to do so is also considered a violation.

Emergency Exit Windows

Every room within Granger Hall has two windows, one of which opens as an emergency exit. Students are prohibited from tampering with this window in any way that would prevent it from operating correctly. The windowsill and area around the window must also be clear of any items, so that if there was an emergency, a resident's ability to exit the room would not be hindered. For reasons of safety and design, stops or seals on windows and doors may not be loosened or removed. Residents will be assessed for the cost of window screens, stops, or seals that they damage or otherwise cause to be replaced. Nothing may hang or be thrown from a window. Residents must keep windows closed and locked for their own safety, unless there is an emergency. The entry in or exit out of a building or room through a window is prohibited, except in emergency situations. Items are not to be passed through windows. Blocking or impeding access to the window is prohibited.

Firearms and Weapons

Possession and/or use of any type of functional or non-functional firearm or other weapon is not permitted. This prohibition includes possession of any concealed firearms or ammunition regardless if the person has a permit. The use and/or possession of fireworks, including firecrackers, smoke bombs, or explosive devices of any type, is not permitted. Possession of weapons, tasers, knives with a blade over 2.5 inches in length, dangerous instruments, or any other weapon prohibited by state, local, or federal law, within all residential facilities is prohibited. This includes use or possession of sporting items such as BB guns, paintball guns, any other form of toy or prop gun, and archery equipment, as well as items used for decorative purposes and items rendered inoperable. This also includes all items that could be mistaken for any sort of weapon. Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to the Coordinator of Campus Life. Any firearm(s) or weapon(s) discovered will be reported to campus security and local law enforcement.

Furniture

Residents are prohibited from tampering with any FGC owned furniture in any way that prevents its full usage. Removing FGC provided furniture from the room unprompted or without

discussion and approval from the Coordinator of Campus Life is prohibited. Residents are also prohibited from bringing large furniture that may impede movement within the room. If a resident has any questions about furniture (whether it be their own or FGC provided), they need to contact the Coordinator of Campus Life.

Guests and Visitation

Guests will be permitted in Granger Hall on the following days and times; Monday through Thursday from 2PM to 10PM; Fridays from 2PM to 12AM; Saturdays from 12PM to 12AM; and, Sundays from 12PM to 10PM. All guests must be signed in and out in the Granger Hall lobby, wherein they will be given and return their visitor pass. If the resident with a guest has a roommate, all guests must be approved prior to entry into the room. Having a guest in the Residence Hall is a privilege, and one that can be revoked. FGC staff reserve the right to immediately remove any guest from the Residence Hall. To ensure adequate security, both hosts and guests must present FGC or government-issued identification to designated college staff (Resident Assistants, Campus Security, etc.) upon request. Refusal to present identification will result in denial of admittance to Granger Hall. Guests are only allowed to park in the specific visitor parking offered and labeled.

Each resident will be permitted only one guest at a time. Any exceptions must be approved by the Coordinator of Campus Life in advance. All guests must have a resident host and be always accompanied by the resident host; guests should not be left unattended anywhere in Granger Hall. Should a guest of the opposite gender need access to bathroom facilities, the host will need to contact the RA on duty. The host is responsible for informing their guests of applicable college and Residence Life policies. Residents may be held accountable for their guests' conduct, and in the case of a guest damaging property, the resident they are visiting would be fined for any damages. Guests must not infringe on the rights of roommates or other residents. Guests may not use a resident's key fob or ID for any reason. Guests may not attend Resident Life events. Overnight guests are not permitted, and guests are not permitted to sleep in common areas. Residents may not have other residents sleep over in their room either.

Guests that violate any regulations of the Handbook (or student Code of Conduct) may receive a ban from admittance to the Residence Life Building. If someone has been banned and enters the building again, they are considered trespassing and security will be called to remove them. Residents allowing them into the building may be fined and/or have their contract terminated. In addition, no resident should allow unauthorized people into the residence life wings or prop doors open for entry at any time.

Hazing

The term “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to:

- (a) Initiation into any organization operating under the sanction of FGC;
- (b) Admission into any organization operating under the sanction of FGC;
- (c) Affiliation with any organization operating under the sanction of FGC; or
- (d) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of FGC.

The term “hazing” also includes, but is not limited to, pressuring or coercing another into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of another; or any activity that would subject another to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of another. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for any purpose is strictly prohibited and will result in disciplinary action. Please visit FGC’s Policy 6Hx12:9-04 for more information.

Interference with College Guests

FGC may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the college’s community.

Lock Outs

At times residents may forget their key fobs and are “locked out” of the building/their room as a result. In this case, the residence life staff may be contacted to let them back into the room/building. The first two “lock-out” services will be at no charge. Beyond the second “lock-out”, an administrative fee will be applied to the student’s account. If a resident is unable to reach a Residence Life staff member for a lock-out, Campus Security may allow the resident in the building with proper identification (student ID card), but they will still need to contact an RA or the Coordinator to be let into their room. Additionally, residents must report lost or stolen key fobs immediately to an RA or the Coordinator of Campus Life.

Invasion of Privacy

An invasion of privacy is defined as the making, using, disclosing, or distributing a recording or other image of another person in a location or situation in which that person has a reasonable

expectation of privacy and is unaware or does not consent to it, and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, taking unauthorized photographs; recording personal conversations or sexual encounters; and acts of voyeurism, peeping, spying, or similar conduct that otherwise invades the privacy of another where a reasonable expectation of privacy exists. Students are required to respect the reasonable privacy of other individuals (residents or not); thus, audio or video recording without the knowledge and consent of all present parties is prohibited both by the Residence Life Code of Conduct and current Florida state law. If a resident is aware of an invasion of privacy and purposefully chooses to not report it, that is also considered a violation.

Medical Marijuana

Despite the provisions of Article X, Section 29 of the Florida Constitution, as well as applicable Florida Statutes and implementing F.A.C. Rules, marijuana remains a controlled substance under federal law and is currently prohibited on FGC campus. Thus, any member of the FGC community who meets the definition of “qualified patient” under §381.986(1), Florida Statutes, shall continue to abide by federal law as it relates to marijuana, as well as all applicable college policies and procedures. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

Misuse of Emergency Equipment

Emergency exit windows, on campus fire exits, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. The tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

Misuse of Key Fobs

Residents may not lend their key fob to anyone. They are also prohibited from attempting to use their key fob on doors outside of their individual range of access, as well as duplicating or tampering with any key fobs. If a student loses their key fob they are issued a new one at no charge; however, for the second (or more) time they lose their key fob, they will be fined each time. Payment must be received before a student will be given the replacement key fob.

Misuse of Technology

Use of technology on campus and access to FGC wi-fi is a privilege, not a right, and it is the responsibility of each user to utilize these services appropriately. The following activities are prohibited:

- Violation of federal or state laws; college rules and policies; and all applicable contracts and licenses including, but not limited to, laws of libel, privacy, copyright, and trademark.
- Using college IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).
- Using college IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
- Using college IT resources for access to, use, posting, or display of unauthorized websites or materials.
- Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
- Attempts to circumvent or interfere with established network security devices including Firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
- Attempts to modify system equipment and/or software.
- Placing any device or peripheral on the college's network system without the express knowledge and consent of the Technology department.
- Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
- The installation of unauthorized or unlicensed software.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Use of college IT resources to harass or threaten persons or organizations on or off campus.

The college reserves the right to investigate possible inappropriate or unacceptable use, as well as to terminate the contract and the user's privileges with or without cause immediately upon actual or written notice to the user.

Prohibited Items

The following items are prohibited in Granger Hall, but please note that this list is not all inclusive. If you have any questions, please contact the Coordinator of Campus Life for clarification.

- All firearms (including, but not limited to, handguns, rifles, pellet guns, BB guns, paintball guns, etc.)
- All weapons (including, but not limited to, swords, bow & arrow, slingshots, martial arts weapons, hunting knives, etc.)

- Power tools, handheld saws, hammers, nail guns, or other heavy-duty equipment
- Fireworks, any other type of explosives or flammable liquids
- Combustible materials, including combustion engines (outboard motors, pocket bikes, scooters, etc.)
- Coffee makers without an automatic shut-off
- Halogen lamps / tulip lighting / lava lamps
- Space heaters or portable A/C units
- Extension cords
- Large, personal home furnishings (such as beds, dressers, desks, etc.)
- Amplified sound instruments
- Wall paint/spray paint
- Large nails/screws, double-sided sticky tape (or any item that could/would damage walls)
- Satellite dishes

Public Laws

Any act by a resident which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by FGC; however, if a resident is later found to be not guilty of all related charges in a court of law, the college may reconsider any disciplinary sanctions imposed at the request of the student.

Quiet Hours

Quiet hours are times when noise from speakers, televisions, computers, conversations, and any other loud actions must not be clearly audible in rooms from other areas. Granger Hall's quiet hours are from 10PM to 7AM from Sunday to Thursday, and from 12AM to 8AM on Fridays and Saturdays. Courtesy hours are all other times. During courtesy hours, residents are prohibited from engaging in any disruptive activity that could potentially interfere with anyone else's ability to sleep, read, or study, but they are not bound by the lesser noise level required during quiet hours. Residents must understand and abide by quiet and courtesy hours. The use of equipment—such as speakers, radios, amplifiers, video game equipment, car engines, sub-woofer speakers or musical instruments including car sound systems—in a manner that violates a standard of quiet that is not conducive to study or sleep is not permitted. Also, sound equipment or speakers may not be placed facing out of an open window.

Retaliation

No resident may retaliate against a person or group who makes a report or complaint, cooperates with an investigation, or otherwise assists college officials in the enforcement of the

Residence Life Code of Conduct or any other FGC procedure. Retaliation includes intimidation, threats, harassment, and other adverse actions.

Room Décor

Decorations are encouraged if they do not create health and safety concerns, fire hazards, or damage to the room. Painting a room is prohibited, as is using anything other than FGC approved items to adhere anything to walls (such as the brand name Command Strips). Stick on wall decals are not allowed whatsoever. Residents are prohibited from hanging and posting anything within or by their room (or on their room door) that might be offensive or otherwise a Code of Conduct violation. If two students share a room, they must agree on acceptable decor before displaying it in their shared space. Disagreements between roommates about décor (or any other subject) are encouraged to be discussed with the RA on that wing. In addition, use or possession of items deemed unsafe, including, but not limited to, dart boards with metal-tip arrows, exercise equipment that hinges on the door frame, equipment that poses a fire hazard, etc. is not permitted within Granger Hall.

Sexual Exploitation and Misconduct

Sexual exploitation occurs when a person takes advantage of the sexuality of another person without consent or in a manner that goes beyond the boundaries of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose.

Conduct that constitutes, or allegations that if proven, are considered Sexual Misconduct are included but not limited to: sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Any allegations of any sexual exploitation or misconduct shall be processed in accordance with FGC policy and applicable Florida state law.

Smoking, Tobacco Products, Alcohol, and Illegal Drug Use

Smoking, vaping, and all other uses of tobacco are not allowed inside any FGC buildings, including Granger Hall. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (i.e., clove, bidis, kreteks), electronic cigarettes/vaping devices, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (i.e., spit and spitless, smokeless, chew, snuff) and nasal tobacco (i.e. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine. Smoking cigarettes is permitted outside, only in designated areas on campus, at least 25 feet from all campus buildings.

FGC is an alcohol-free campus. Possession or consumption of alcohol is prohibited in Granger Hall regardless of a student's age. Students under the age of 21 who are under the influence of alcohol, may be punished under the law.

It is the policy of the District Board of Trustees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the campus is prohibited. (Policy 6Hx12:10-09). FGC complies fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages and illegal drugs. Students may not possess or consume illegal drugs on campus and may face expulsion and be punished under the law. Residents who are under the influence of illegal drugs and/or alcohol while on campus may be subject to fines, disciplinary action, and/or termination of their housing contract, regardless of where the substances were consumed or obtained. The same rule applies for synthetic drugs, or substances that mimic illegal drugs.

Theft

Theft, or the unauthorized use or possession of college property, services, resources, or the property of others is a serious offense — one that will be investigated and may be punished to the full extent of college policy and federal, state, and local laws and ordinances.

Threats

Threats or any form of threatening behavior is defined as any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the FGC community that causes a reasonable apprehension of harm to a person or property. A student can be responsible even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct, or gestures as a serious expression of intent to physically harm.

Trash

Residents must properly dispose of all trash, including all recyclables, in FGC provided garbage/recycling bins. Residents found to be improperly disposing of trash may be charged for its cleanup and removal. Excessive trash kept within a room may lead to removal via campus cleaning services, and fees will be assessed at the student's expense. At least three large trash cans are provided on each wing for resident use, and there are dumpsters provided throughout campus for excess trash. Students are required to take any excess trash to these dumpsters themselves if there is excess like during move in or move out days. Personal trash must be disposed of in the appropriate trash receptacles and may not be left in community areas (i.e. hallways, bathrooms, lounges, outside). Residents will not remove trash via their windows or leave litter outside on any campus grounds. Flushing items such as disposable wipes, t-shirts, towels, and feminine products down the toilets are prohibited.

Unauthorized Use of College Facilities

The unauthorized use of, or entry into, any FGC facilities (i.e., classrooms, labs, athletic fields, etc.), whether by force or not, is prohibited. Residents are prohibited from tampering with any electrical or other mechanical process on FGC campus.

Use of Vehicles

Residents with vehicles are required to park in Lot 11 only for prolonged periods of time. Only one (1) vehicle per resident is permitted to be utilized on campus. All vehicles are to be maintained and kept in operating condition. Inoperable vehicles will be towed from college property at the owner's expense. You are not permitted to perform any type of maintenance on your vehicle on college property. FGC is not liable for any damage or theft to a vehicle parked on college property. Students are expected and required to adhere to the speed limits (as well as all other county/state vehicle and parking related laws) on and around FGC campus.

Violation of Probationary Status

A student, who is alleged to have violated either the Student or Resident Life Codes of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

Residential Violations

The College reserves the right to impose sanctions for violations of the Housing Agreement, Residence Hall policies, and other applicable College policies and procedures. The violations and sanctions listed below are intended to serve as guidelines for students and Residence Life staff regarding conduct that may result in disciplinary action.

This list is not intended to be all-inclusive. The College may address behaviors not specifically listed and may impose sanctions based on the nature, severity, frequency, or circumstances of a violation. Additional violations and corresponding sanctions may be determined at the discretion of the Director of Student Life and/or the Executive Director of Financial Aid and Student Engagement.

Violations of Residence Hall policies may also constitute violations of the College's Student Code of Conduct. Depending on the nature, severity, and circumstances of the incident, a student may be subject to both Residence Life sanctions and disciplinary action through the College's student conduct process.

Nothing in this section limits the College's authority to take immediate action when necessary to protect the health, safety, welfare, or rights of members of the campus community.

Tier 1 – Minor Community Violations

Examples

- Quiet hours/noise violations
- Minor visitor policy violations
- Improper trash disposal
- Unauthorized decorations
- Minor cleanliness concerns
- First-time prohibited appliance violations
- Courtesy hour violations

Sanctions may include:

Verbal warning, written violation, probation or other sanctions as appropriate

Tier 2 – Safety or Repeated Conduct Violations

These affect community safety or demonstrate repeated misconduct.

Examples

- Alcohol possession
- Intoxication/disruptive behavior
- Smoking/vaping in residence halls
- Repeated visitor violations
- Tampering with safety equipment
- Possession of prohibited items
- Repeated noise complaints
- Failure to comply with staff directives

Sanctions may include:

Educational program, housing probation, suspension, or other sanctions as appropriate

Additional Sanctions

- Alcohol/drug education course
- Reflection paper
- Community service hours
- Behavioral contract

Tier 3 – Major Safety or Behavioral Violations

These involve serious risk, property damage, or repeated misconduct.

Examples

- Illegal drugs/drug paraphernalia
- Assault/fighting
- Overnight Visitors
- Significant vandalism
- Theft
- Fire safety violations
- Threats/intimidation/bullying/cyberbullying
- Harassment
- Repeated alcohol/drug incidents
- Hosting unauthorized parties

Sanctions may include:

Housing probation, restitution, suspension, contract termination, or other sanctions as appropriate

Tier 4 – Critical Safety Violation

These violations present a significant threat to the safety, security, or well-being of the residential community.

Examples

- Possession of a weapon
- Arrest for a felony or violent crime
- Distribution or sale of illegal drugs
- Repeated conduct violations demonstrating disregard for community standards
- Conduct that poses a significant threat to the safety of others

Sanctions may include:

Immediate interim suspension from housing, contract termination, permanent removal from housing, referral to College disciplinary process, referral to law enforcement, or other sanctions as appropriate

Disclaimer

The information contained in this handbook is accurate as of June 2026 but may be subject to change. The Residence Life Staff reserves the right to amend, modify, or cancel the policies, terms and conditions, and other material as published in this guide as necessary. The Residence Life Staff will endeavor to inform students of any such changes with reasonable notice.

