



KSU

WELCOME

GUIDE TO ON-CAMPUS LIVING



KENNESAW STATE
UNIVERSITY

WELCOME FROM THE STAFF

Thank you for choosing Housing and Residence Life at Kennesaw State University. Whether this is your first year on campus or you are a returning student, we are happy to have you.

Kennesaw State University's Housing and Residence Life team, together with your Resident Assistant staff, works hard to create a comfortable environment for you. Our team wants you to have an amazing experience while living on campus. Get active, get involved and take advantage of the amenities in the residential communities and on campus. These years will never come again, so make the most out of them.

If there is anything we can do to assist you along the way, please contact your Resident Assistant (RA), Community Assistant (CA), Community Coordinator (CC) or the Assistant Director (AD).

GO OWLS!

Sincerely,
Your Housing and Residence Life Team

2022-23 RESIDENTIAL HANDBOOK

This handbook is for informational purposes only. It is not a contract and should not be construed as such. This handbook is accurate but is subject to change. For the most current information, please visit the Housing and Residence Life website at kennesaw.edu/housing.

Email is the official method of communication at KSU, and it is your responsibility to frequently check your KSU student email account and keep all other contact information current.

WHAT CAN WE DO FOR YOU



AD Assistant Directors are full-time professional staff members. The ADs supervise the Community Coordinators for the various communities. The ADs handle oversight, administrative tasks and serve as the residence life expert for their area.

CC Community Coordinators are full-time professional staff members who live on campus and work in our Housing offices. CCs are trained to supervise RAs and work with college students. CCs provide complex crisis-management and serve as conduct hearing officers.

CA Community Assistants are student leaders who live in your building or community. They help RAs and work with them to facilitate building a community with your neighbors. They offer social and academic programs, serve as a resource and help maintain reasonable standards of community citizenship.

RA Resident Assistants are student leaders who live on your floor and in your building. They are here to help you and build community. Please attend your RA's regularly scheduled floor meetings discussing important information about living on campus. RA's also offer social and academic programs.

YOU *We want to get to know you, too!* Connect with us on social media by following our [Instagram](#) account @housingksu and "like" our [Facebook](#) page, Kennesaw State University Housing and Residence Life. Tag us in your photos on campus and in your residential community. Also, you can direct message us with any questions, concerns or feedback. Make sure you know your RA, CA, CC and AD plus where and how you can contact each of them. Their information can be found on our website, kennesaw.edu/housing.



GETTING INVOLVED

RISE: Residents Impacting Serving and Engaging (RISE) is a great way for residents to get involved on campus and for future leaders to develop skills. In addition to participating in leadership development opportunities, RISE members can implement the skills they learn to plan events and programs on campus.

There are over 300 organizations on campus to join. Connect with Student Life and visit owllife.kennesaw.edu to see which one is right for you.



TALON ONE

SERVICE CENTER

CONTACT INFORMATION

Monday – Friday, 8 AM – 5 PM
 Talon One Service Center
 (470) 578-8663 (T-ONE)
 Email: ksuhousing@kennesaw.edu

Kennesaw Campus

- Carmichael Student Center
1st Floor
8 AM – 5 PM
- University Village Suites Lobby
10 AM – 7 PM

Marietta Campus

- Wilson Student Center
2nd Floor
8 AM – 5 PM

AFTER HOURS ON-CALL NUMBERS

On any given day, there are 20+ Housing and Residence Life staff members on-call to assist with everything from maintenance concerns to campus safety and well-being.

Kennesaw RA On-Call Phone Numbers

- (404) 323-6963
KSU Place
University Village Suites
- (404) 969-8856
Austin Residence Complex
- (470) 898 9741
The Summit
- (404) 969-7819
University Village

Marietta RA On-Call Phone Numbers

- East Campus (404) 217-2446
Howell Hall
University Commons
University Courtyard
- West Campus (404) 217-2395
Hornet Village
University Columns



NEED SOME ASSISTANCE ?

In conjunction with Kennesaw State University's Department of Public Safety & University Police, the Housing and Residence Life staff strives to maintain a safe and secure living environment. Our staff is available 24 hours a day, seven days a week, 365 days a year, to assist students with their concerns. Our teams are trained in conflict resolution, crisis intervention and emergency response. Getting in touch with us is easy; check page 7 for your community's information.

UNIVERSITY POLICE

KSU's police are always available to assist with life-threatening emergencies. For ALL other matters, contact a Housing and Residence Life staff member. If a life-threatening emergency exists, call the University Police at (470) 578-6666. Calling 911 can delay response because calls received from KSU are transferred back to our police station.

Download the LiveSafe app for information about keeping yourself safe on campus at KSU.





FAMILY INVOLVEMENT

PARENT AND FAMILY PROGRAMS (PFP)

Help your parents connect to the KSU community. KSU's Parent and Family Programs is the perfect place to start! Visit family.kennesaw.edu for more information or contact Parent and Family Programs at family@kennesaw.edu. We also encourage your parents to join the Housing Community on the Parent Portal for regular updates regarding on-campus living.



ROOMMATE CHECKLIST

THE BASICS

So, you've moved in and have met your roommates. Now what? Help get your year off to a great start by going over these discussion points with your roommates.

- Hometown and family
- College major and career goals
- Talents and hobbies
- Likes and dislikes
- Sleeping habits: are you a morning or evening person?
- Study habits: do you prefer quiet, alone or in groups?
- Musical and television tastes
- Eating habits, food and allergies
- Cleaning habits

LIVING TOGETHER

Take some time to talk about common-area practices and preferences:

- Cleaning
- Furniture arrangements and decorations
- Borrowing and sharing: what and when?
- Bedroom entry and privacy
- Temperature preferences
- Communicating messages, etc.
- Acceptable noise levels and quiet times
- Guests: how many, how often and overnight guests
- Special expectations or needs

Be respectful and accept that being different does not mean being wrong. This is a great time to grow and learn things from new people.



ACADEMIC SUCCESS

Housing and Residence Life exists to enhance and support your educational experience; therefore, all reasonable efforts will be made to create academic and behavioral accountability that fosters an environment conducive to academic success.

- All residents are required to be in good academic standing and enrolled at KSU full-time during both the fall and spring semesters.
 - Residential students who are not enrolled in any credit hours at any point during the fall or spring semester must vacate on-campus housing immediately. If your circumstances may warrant an exception, a request must be emailed to ksuhousing@kennesaw.edu.
 - Residential students taking fewer than the required credit hours must discuss their circumstances with the appropriate Community Coordinator (CC) to receive permission to stay in on-campus housing. It is best to submit requests before dropping classes.
- Summer enrollment may be required on a case-by-case basis depending on individual academic performance and progress during the fall and spring semesters.
- Specific performance measures must minimally comply with the standards set by the University, specific college and major department, but may be increased beyond minimums as deemed appropriate by Housing and Residence Life. By choosing to live in on-campus housing, students grant permission to Housing and Residence Life to monitor academic enrollment, progression and success rates.
- Any residential student may be removed from on-campus housing for failure to remain in good academic standing or to continue reasonable academic progression. Residents removed for academic reasons are still financially responsible for the terms of their housing License Agreement.
- Students seeking on-campus housing for future semesters may be denied.



CONFIDENTIALITY

Housing and Residence Life adheres to all laws, policies and procedures regulating the distribution of information and encourages all residents to do the same.

- Information will only be shared directly with the student(s) involved.
- Students sharing information inappropriately will be held responsible through student conduct.
- Students may waive their right to confidentiality but must do so in writing prior to release.
- [Access the FERPA Waiver.](#)

STAY CONNECTED

All residential students have access to the residential WiFi network, MyResNet. Residents are not to interfere with the Residential Network (WiFi) provided by Housing and Residence Life. Residents will only be able to connect to the internet through wireless means within the housing communities. Residents with desktop computers need to purchase a wireless adapter to connect to the internet. All residents will need to create an account through Apogee, and guests will need to log on through the guest option. To provide this amenity for all residents, the following is prohibited:

- Connecting personal ethernet cords and routers to ethernet ports
- Tampering with or removing access points (community routers)
- Illegally downloading content, which could result in copyright infringement charges

We look forward to you being able to pursue both your academics and entertainment within your personal space.

Visit [our website](#) for more information.

PERSONAL RESPONSIBILITY

and RISK Management

A big part of the college experience is engaging in various activities sponsored by the University and its affiliates. These activities vary in level of risk, and your voluntary participation should be determined based on your comfort level with the risk involved, your ability level and your well-being. Any activities that you and your invited guests choose to engage in are at your own risk, and by choosing to participate you may be asked to sign a waiver where you agree to hold harmless and indemnify Kennesaw State University, Housing and Residence Life, the KSU Foundation and the Board of Regents of the University System of Georgia, including all staff and volunteers. If you are still a minor, you may need to have a parent or guardian sign the waiver before you can participate. If you choose to invite any guests to participate in any activities for which guests are permitted, you are solely and fully responsible for your guests at all times, and the University and all aforementioned parties assume no liability for you and/or your guests. Should you have any questions or concerns, address those with Housing and Residence Life in advance of your participation. Should you need assistance or attention while participating in any activities, notify the sponsoring staff immediately.

RESIDENTIAL CODE OF CONDUCT

As a resident at KSU, you assume an obligation to conduct yourself in a manner compatible with the University's function as an educational institution. This Residential Code of Conduct defines the institution's expectations of all on-campus residents. Any violations of these codes of conduct will be reported to Housing and Residence Life or student conduct personnel. Jurisdiction of these violations shall be held by the Department of Student Conduct and Academic Integrity (SCAI) and the Vice President for Student Affairs or their designated representative and handled in the manner stipulated for non-academic grievances. The Residential Code of Conduct is a subset of the KSU Codes of Conduct and applies to all students as well as nonstudents. All Kennesaw State University students and others who reside in or visit on-campus housing shall abide by KSU's Codes of Conduct. Read KSU's entire [Codes of Conduct](#).



WHAT'S MY ADDRESS?



Kennesaw Campus

■ [Full Name]
[Campus Box Number*]
1000 Chastain Road
Kennesaw, Georgia 30144

BUILDINGS

Austin Residence Complex
KSU Place
The Summit
University Village
University Village Suites

*Your Campus Box Number can be found under the "Personal Info" tab in the Housing Portal.

Marietta Campus

■ [Full Name]
[Campus Box Number*]
1100 South Marietta Parkway
Marietta, Georgia 30060

BUILDINGS

Hornet Village
Howell Hall
University Columns
University Commons
University Courtyard



Residential students who shop through Amazon.com can have their items conveniently shipped to our campus Amazon Hub Lockers—Doughnut at the Kennesaw Campus and Dugout at the Marietta Campus. When you check out, choose one of these convenient Amazon Hub Locker locations.

When your package is ready to be picked up, you will receive an email notification from Amazon with a shipment tracking ID and a unique pick-up barcode. You can access the lockers anytime the Student Centers are open. To open the locker, scan your barcode or enter the tracking ID on the Amazon Hub Locker screen. You have three (3) days to pick up your package. If you do not pick up your package, it will be returned for a full refund.

Kennesaw Campus:

Amazon Locker Hub | Doughnut
395 Cobb Ave. NW
at James V. Carmichael Student Center
Kennesaw, GA 30144-5660

- The lockers are located on the second floor of the Kennesaw Student Center to the left of the Talon Express postal center.

Marietta Campus:

Amazon Locker Hub | Dugout
860 Rossbacher Way
at Joe Mack Wilson Student Center
Marietta, GA 30060

- The lockers are located on the second floor of the Marietta Student Center inside the game room.

HOUSING RULES and REGULATIONS

Living in on-campus housing means you are a part of our community, and within this community, there are rules and regulations to make sure each student is safe and has an enjoyable experience. Please take time to review the rules and regulations and let us know if you have any questions.

MOVE-IN/ MOVE-OUT PROCEDURES Residents are required to follow established procedures when moving in and out. To ensure a safe and orderly move, please follow these processes. If you have questions, please contact the Talon One Service Center at talonone@kennesaw.edu or (470) 578-8663 (T-ONE).

MEAL PLAN All residential students are required to have a Meal Plan and are automatically assigned a default plan based upon their earned credit hours. To view or add to your Meal Plan, visit kennesaw.edu/dining.

ROOM ENTRY Residents enter into a housing License Agreement ONLY for their own bedroom and a portion of the common area. Residents are prohibited from entering any other space (vacant, occupied, locked or unlocked) without expressed approval from the occupant of that space. Violation may result in student conduct action, substantial fines and possible conviction.

PROTECTION OF POSSESSIONS You are urged to purchase renter's insurance for protection against loss or property damage, or you should check to see if you are covered by another homeowner's policy. To protect your personal possessions, we suggest the following in addition to having insurance: always lock your room and apartment; record serial numbers of your possessions; and take valuable items with you if you are gone for an extended period.

EMERGENCY Campus authorities may enter immediately when the delay necessary to obtain authorization constitutes a danger to persons, property or the building. In such cases that a resident believes a University staff member misused or abused their authority to inspect a room, the resident should submit a written complaint to ksuhousing@kennesaw.edu.

RECREATIONAL AND SERVICE AREAS Residents agree to abide by additional rules and regulations established for the use of recreational and service facilities provided by Housing and Residence Life.

ROOM INSPECTION AND SEARCH POLICY KSU officials and Housing and Residence Life staff reserve the right to enter student units under certain conditions. Entry into occupied units and rooms is divided into three categories: inspection, entry to ascertain health and safety conditions, or to check the physical condition of the space, which is typically done twice a semester with advance notice.

SEARCH

Campus authorities will not enter a room or unit for purposes of search, (entry for the purpose of investigating suspected violations of University regulations and city, state or federal law), without permission from the resident(s) or prior permission from the Executive Director of Housing and Residence Life, Vice President for Student Affairs, or designees, or in compliance with state law.

A request for permission to search may be made when reasonable cause exists to suspect that a violation is occurring or has occurred. A copy of the authorization form shall be presented to the resident(s) or left in the room/ unit if the resident(s) is absent. The authorization form contains the place searched, name of the person giving authorization, descriptions of items sought, and name of the requestor.

NOTE: Permission to search is not required when contraband to be confiscated is in view of a University authority.

HOUSING SAFETY REGULATIONS Following a few common-sense precautions can help keep our communities safe for everyone:

- Lock the doors of your vehicle at all times
- Report suspicious persons or activities immediately
- Be alert and take responsibility for your community
- Do not allow strangers into your unit/ community and check no one is following closely behind
- Do not put yourself into compromising situations
- Submit a maintenance request if something is wrong in your unit

ALCOHOL REGULATIONS Alcohol is allowed in the following buildings if the students are at least 21 years old.

- Kennesaw Campus: Austin Residence Complex and KSU Place
- Marietta Campus: University Commons, University Courtyard and University Columns

All other communities on both campuses are considered “dry,” meaning no alcohol is allowed in the building regardless of age.

Designated First-Year buildings in University Columns are “dry” communities as well as apartments in which all students are under the age of 21.

VEHICLES AND PARKING All residents are required to park in the designated parking areas for their Residential parking permit. Residents may register up to five vehicles online at parkingportal.kennesaw.edu, but only one vehicle may be parked on campus at a time. Guests must park in designated pay-per-plate visitor parking spaces, and must comply with any time limits. Recreational vehicles, boats, jet skis, etc., are prohibited on campus. Housing and Residence Life staff reserves the right to remove or refuse parking to any vehicle, which may endanger life or property, or is not properly maintained or legally registered. Non-operable, abandoned or unauthorized vehicles will be removed by Housing and Residence Life at the expense of the resident or another owner, for storage or public or private sale, at Housing and Residence Life staff’s discretion, and the resident or owner shall have no right of recourse against Housing and Residence Life staff. Housing and Residence Life staff shall determine the definition of non-operable, abandoned or unauthorized vehicles.

The term “vehicle” includes, but is not limited to, both motorized and non-motorized vehicles such as automobiles, trucks, vans, motorcycles, boats, trailers, campers, mobile homes, motor homes, commercial trucks, buses and heavy motorized or mechanized equipment or vehicles.

An “abandoned motor vehicle” shall include, but is not limited to, any vehicle, motor vehicle or trailer that has been left unattended on the community property for a period of not less than thirty days without anyone having made a claim. Vehicles parked in spaces with time limits may be removed prior to thirty days.

Fire and emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner’s risk and expense.

VEHICLE MAINTENANCE AND CLEANING Washing vehicles and performing mechanical work is strictly prohibited on the premises unless special areas are designated at the Housing and Residence Life staff’s sole discretion.

EMERGENCY REPOSSESSION The provider reserves the right to repossess a resident’s room space in the event of an epidemic or other health concerns. If a resident should contract a communicable disease, the resident may be required to leave the room space until the resident is no longer contagious. This is due to the hazard of infecting others in the residence hall community.

GUEST POLICY Residents may allow guests (those of the same or opposite sex) to visit their room/ unit with agreement from the other residents in their room/ unit. Overnight guests are defined as anyone who is in the room after 3:00 AM. Guests including other KSU students staying in a resident’s room more than three nights within any seven-night period, staying in a resident’s room on a frequent basis, or cohabitating in any room/ unit is prohibited.

DECORATIONS Decorative items such as fishnets, parachutes and other items that are flammable are not permitted in residents’ rooms and are prohibited unless they have been fireproofed. Only UL-approved lights may be used. LED strip lights with adhesive backing are also prohibited. For health and safety reasons, objects once containing food or drink cannot be displayed for decoration, such as empty alcohol bottles.

Decorations may not be visible from outside the unit apart from holiday decorations, which must be:

- Appropriate for the holiday being celebrated
- Displayed only during the time immediately surrounding the holiday
- Appropriate for a community living environment
- In compliance with all fire and facility regulations. Due to fire/ facility damage risk, live cut trees are not permitted

EXTENSION CORDS AND MULTIPLE PLUGS An extension cord must be UL-approved, 16 gauge and not exceed and un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

FLAMMABLE ITEMS Items such as fuel, etc., may not be stored in residents’ rooms or apartments.

FIRE EQUIPMENT Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment constitutes a danger to the safety of the community. Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reason for eviction and up to expulsion from KSU.

Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors and sprinklers.

Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

IRONS Ironing is permitted, but irons must always be used with ironing boards that have a fire-resistant cover. Irons should never be plugged in when not in use or left unattended. Irons with automatic cutoff mechanisms are encouraged.

OPEN FLAMES Items that pose a fire hazard in a resident's unit/ suite/ room are prohibited. These items include, but are not limited to, flammable liquid (i.e., lighter fuel), items that require an open flame to operate (e.g., Bunsen burners, lit candles, fireworks, grills, alcohol burners) and items that have an exposed heating element (space heaters, hot plates, toasters).

WEATHER SAFETY University Police provide all guidance during weather emergencies. KSU's Office of Emergency Management (OEM) controls six Outdoor Warning Sirens on the Kennesaw Campus: three on the campus, two at the Sports Park and one at KSU Center. Cobb County Emergency Management Agency (CEMA) operates a siren at the Marietta Campus, which is tested at noon on selected Wednesdays—usually the first Wednesday of each month. They are used in the case of tornado warnings, hazardous material spills and violent crimes.

If a non-test tornado warning siren sounds, move to the lowest level interior area available, stairwell or an interior bathroom without windows. Crouch down and cover your head. If outside, move at right angles to the tornado as you seek shelter.

ARCHITECTURAL STRUCTURES

ENTRANCES, HALLWAYS, WALKS AND GROUNDS

Entrances, hallways, walks and other public areas shall not be obstructed.

LOCKS

Locks may NOT be changed/ installed by residents. Locks and all original keys/ key cards must be returned upon vacating the premises, including temporary move outs if applicable.

BALCONY OR PATIO

The balcony or patio shall be always kept neat and clean. No rugs, towels, laundry, clothing, appliances, hammocks or other items shall be stored, hung or draped on railings or other portions of the balcony or patio. University Village has no balconies, even though some units contain decorative features with operable doors that may resemble a balcony. Storage or use of cooking grills is not permitted on balconies or patios. Fines will be assessed if inside furniture or other unauthorized items are found on the patio.

WINDOWS AND STRUCTURES

All windows and similar structures may only be used for their intended usage, and any safety or security devices installed must remain in place at all times. Windows and doors shall not be obstructed. Damage to property, including but not limited to paint, plaster, cabinets, carpets, floors, furniture or damage to any part of the premises caused by leaving windows or doors open during inclement weather will be the responsibility of the residents.

Use of foil and other similar unsightly materials, including but not limited to, neon or flashing lights, sticky notes and advertisements on or over windows is strictly prohibited.

Blinds are provided on windows, and such blinds shall not be removed. If residents install draperies over the blinds, any damage will be repaired and draperies will be removed by residents at their own expense.

CLEANING

Residents are expected to appropriately clean and maintain the units, including but not limited to bathrooms, kitchens and bedrooms. Lack of cleaning can result in unhealthy living conditions, odor, mildew, mold, pests, etc. Residents are expected to clean regularly and comply with all requests made to maintain a healthy environment. Failure to clean can result in fines and student conduct action.

TRASH

All trash and garbage will be placed in designated dumpsters located in or near the community. Residents must deposit trash and refuses directly into designated receptacles and not leave it in the units or common areas, hallways, balconies or similar places. Residents agree to place trash inside the receptacle, not outside the receptacle or in the surrounding area. Housing and Residence Life staff reserve the right to impose fines for violation of this policy as well as for littering, and residents will face student conduct action.

FIXTURES

Residents shall not display any signs, exterior lights or markings. No awning or other projection shall be attached to the outside of the buildings. No satellite dish or other signal receiving equipment may be attached to the balcony or building exterior.

FOUNTAINS

The fountains are located on the property for aesthetic purposes. Bubbles or soap of any kind, gelatin, vehicles, dye, trash and people are not allowed in the fountains at any time. Violations will result in student conduct action.

ANTENNAS

Radio/ television antennas or other objects shall not be placed or erected on the roof or exterior of buildings. No defacement on the outside or inside of any building within the communities is allowed. Such defacement will result in fines and student conduct action.

INTERNET/ CABLE

Residents must not tamper with any internet/ cable wiring/ fixtures and must comply with all usage rules as outlined in any Housing and Residence Life documents.

PAINTING

Housing and Residence Life staff maintain all paint and finishes throughout the residential communities for aesthetic consistency and appropriate condition. Residents may not paint or alter in any way the walls or finishes in any on-campus housing facilities.

WALKWAY



All walkways are intended for pedestrian use only. No cars or motorized vehicles are allowed on the pedestrian walkways at any time except for emergency and maintenance vehicles. Skateboards and bicycles should be used with great caution, always yielding to pedestrians. In addition to student conduct action, violating this policy can result in police and legal action.



**KENNESAW STATE
UNIVERSITY**

CAMPUS SERVICES
Housing and Residence Life

KENNESAW.EDU/HOUSING

  **@HOUSINGKSU**