

ACAHOUSE  
SPRINGHOUSE  
GOLDCOASTRESIDENCES  
ALICEHOUSE  
BARNARDVILLAGE  
BOUNDARYVILLAGE  
FORSYTHHOUSE  
MONTGOMERYHOUSE  
OGLETHORPEHOUSE  
PULASKIHOUSE  
THETERRACE

2013-2014  
FOR CURRENT STUDENTS

# SCAD HOUSING GUIDE

## **WELCOME TO RESIDENCE LIFE**

SCAD residence halls offer a variety of living options to help students make the most of their university experience. SCAD residential communities encourage learning outside the classroom, celebrate diversity, and foster social, emotional, intellectual and cultural development.

Enrolled students who require assistance may contact residence life and housing staff in Atlanta (404.253.3200 or [atlreslife@scad.edu](mailto:atlreslife@scad.edu)), Hong Kong (+852.2253.8047 or [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu)) or Savannah (912.525.7000 or [savreslife@scad.edu](mailto:savreslife@scad.edu)).





## SCADATLANTAHOUSING

SCAD Atlanta residence halls are located in midtown, a major metropolitan marketplace and hub for business and the arts.

Accommodations are unique regarding size, design, layout and occupancy. Indicated occupancy numbers are approximate. Sample floor plans are intended only to be representative.

All residence halls are smoke-free.

[scad.edu/atlanta](https://scad.edu/atlanta)



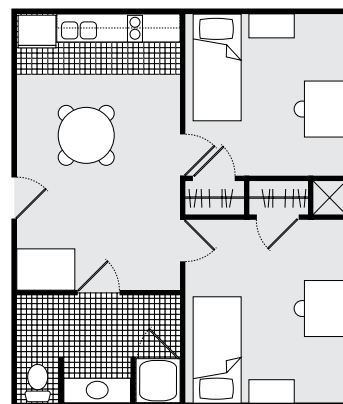




## ACAHOUSE

A LEGACY OF ATLANTA COLLEGE OF ART

1280 Peachtree St., 1 Art Center Way



### HOUSING FEATURES

- Seven-story building
- Coeducational housing for transfer students, sophomores, juniors, seniors and graduate students
- Occupancy: approximately 150

### ROOM FEATURES

- Apartment-style living with private bedrooms for two students
- Air conditioning
- Private bath in each apartment
- Shared dining area with table and four chairs
- Kitchenette with sink, two-burner stove and full-size refrigerator
- Extra-long, twin-size beds (36" x 80")
- Desk and chair for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

- Elevator service
- Computer lab
- Cardio room
- Seminar rooms
- Game room and TV lounge
- SCAD Card- or coin-operated laundry
- Large community kitchen space that may be reserved by residents
- Lounge spaces on each floor
- MARTA station nearby
- ADA accessibility
- Parking available at discounted rate within walking distance

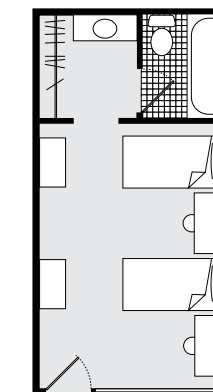
### HOUSING FEES

- US\$9,775/year\*
- Meal plan not required

\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.

## SPRINGHOUSE

1470 Spring St.



### HOUSING FEATURES

- Four-story building
- Coeducational housing for first-year freshmen, transfer students, sophomores, juniors, seniors and graduate students
- Occupancy: approximately 400

### ROOM FEATURES

- Double and triple occupancy
- Limited number of rooms with kitchenette for two students available for upperclassmen
- Air conditioning
- Private bath in each room
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

- Elevator service
- Computer lab
- Swimming pool
- Cardio room
- Game room and TV lounge
- Multi-purpose/meeting room
- SCAD Card- or coin-operated laundry
- Drink and snack vending machines
- Academic buildings and public transportation within walking distance
- ADA accessibility
- Limited parking available on site

### HOUSING FEES

- Triple: US\$7,050/year\*
- Double: US\$7,675/year\*
- Apartment style: US\$8,750/year\*
- Meal plan required for double and triple occupancy US\$1,600-1,950 per quarter

\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.



## SCAD ATLANTA RESIDENTIAL SERVICES

### **SAFETY AND SECURITY 404.253.3333**

Security staff is on duty 24 hours a day, seven days a week, year-round. SCAD security officers, along with the Atlanta Police Department, provide 24-hour patrol around SCAD Atlanta facilities and work closely with residence life staff to educate students about personal safety. Hand-activated emergency call boxes are strategically located throughout the area and automatically signal a 24-hour security dispatcher when activated. A staff greeter or security officer is posted in each building. Students, faculty and staff are required to present a SCAD ID in order to gain admittance to SCAD Atlanta facilities.

In accordance with Article II of the Student's Right-to-Know and Campus Security Act, SCAD provides a full report of the past year's crimes.

More information regarding SCAD security, including the annual security report, is available at [scad.edu/safety](http://scad.edu/safety) or by calling SCAD security at 404.253.3333. Printed copies of the annual security report are available at the SCAD security command center in the main academic building.

### **PARKING 404.253.3426**

Parking is available on SCAD's parking deck at 1600 Peachtree St., and limited parking is available at Spring House. All students who park or use a vehicle on SCAD property must register their vehicles. Student parking permits are free and are validated for the academic year (fall through spring). To obtain a permit, students must present a valid SCAD ID. For students residing in ACA House, discounted parking is available at a nearby parking garage. For more information about parking and transportation services at SCAD Atlanta, visit [scad.edu/parking](http://scad.edu/parking) or call 404.253.3426.

### **BICYCLES**

Students are encouraged to use bicycles for transportation at SCAD Atlanta and may register them at the SCAD security office. Bicycles and motorcycles are to be parked in the parking deck only. Bicycles must be secured to the bicycle racks located near the second floor parking deck entrance to the security station. Motorcycles must park in vehicle parking spaces within the deck. Bicycles are governed by the same traffic regulations as motorized vehicles, and riding on sidewalks is prohibited. For more information, call parking services at 404.253.3472.

### **TRANSPORTATION**

SCAD offers free shuttle service to and from SCAD Atlanta academic buildings and residence halls during academic quarters, with daily service Monday through Thursday until 2 a.m. An on-demand shuttle service is available during academic quarters after regular shuttle hours and may be contacted through SCAD Atlanta security at 404.253.3333. A limited weekend route is available between open SCAD Atlanta buildings and residence halls, Friday through Sunday, 9 a.m. to 9 p.m. A weekend shopping shuttle also runs between residence halls and Atlantic Station, which includes Target, Publix grocery store, movie theater, restaurants and other popular stores. For more information about SCAD's bus system, visit [scad.edu/buses](http://scad.edu/buses). (Schedules are available to enrolled students through MySCAD.)

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides rail and bus service in the Atlanta area to local shopping centers, the airport and SCAD Atlanta. MARTA passes are available for purchase at a monthly rate from the SCAD Card office. The monthly pass, along with a current SCAD ID, provides access to unlimited travel on MARTA trains and buses. MARTA stations are located within walking distance of ACA House and the main SCAD Atlanta building. For more information, contact the SCAD Card office at 404.253.3426. For more information about MARTA, visit [itsmarta.com](http://itsmarta.com).

### **MAIL SERVICES**

Upon assignment to a residence hall, each student receives an individual postal box for general mail. Mailbox keys and box assignments are distributed during orientation. For more information about mailbox assignments or key distribution, contact mail services at 404.253.3252.

Students may receive packages or overnight deliveries at the postal services office at SCAD Atlanta, 1600 Peachtree St., Atlanta, GA 30309. Students are notified electronically at their SCAD student email address when packages arrive. Pickup hours are posted each quarter. The general number is 404.253.3252.

### **Mail should be addressed as follows:**

Student Full Name  
SCAD Atlanta, Residence Hall, Box Number  
1600 Peachtree St.  
Atlanta, GA 30309









## SCAD HONGKONG HOUSING

SCAD Hong Kong offers student housing at Hong Kong Gold Coast Residences. The property sits on 100 acres of Pacific Ocean beachfront, located approximately 30 minutes from SCAD Hong Kong. Public transportation and a limited shuttle service are available between the residences and SCAD Hong Kong.

Accommodations are unique regarding size, design, layout and occupancy. Indicated occupancy numbers are approximate. Sample floor plans are intended only to be representative.

All residence halls are smoke-free.

[scad.edu/hongkong](https://scad.edu/hongkong)

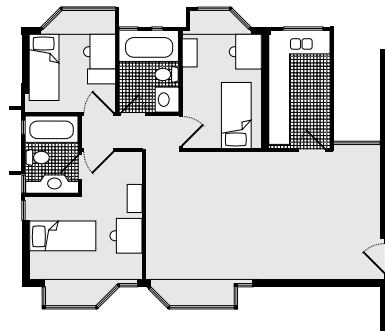






## GOLDCOASTRESIDENCES

1 Castle Peak Road



### HOUSING FEATURES

- 27-story building
- Coeducational
- Occupancy: approximately 85

### ROOM FEATURES

- Apartment-style living with private bedrooms for three students
- Single-floor apartments
- Air conditioning and space heater
- Two baths in each apartment with shower curtain, bath mat and towels
- Dining area with table, chairs and cabinet
- Living room with sofa, coffee table, television and DVD player
- Kitchen with refrigerator, microwave, three-ring gas cooker, coffee maker, pots/pans, dishes, glassware and eating utensils
- Hair dryer, iron with ironing board, desk lamps, clothes hangers and alarm clock
- Standard twin-size beds with bed linens and pillows
- Desks and chairs
- Wardrobe
- Weekly housekeeping service
- Washer/dryer combination machine in each unit

- Local telephone service; telephone provided
- Cable television service
- Internet access available; modem and router provided

### RESIDENCE FEATURES

- On-site dining options ranging from restaurants to a supermarket
- 24/7 security
- Gym, swimming pool, golf driving range, tennis and squash courts

### HOUSING FEES

- US\$10,179/year\* (master bedroom with private bathroom—A)
- US\$9,741/year\* (medium size bedroom with shared bathroom—B)
- US\$9,352/year\* (small bedroom with shared bathroom—C)
- No meal plan available

\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.





## SCAD HONG KONG RESIDENTIAL SERVICES

### SAFETY AND SECURITY

Security staff is available 24 hours a day, seven days a week, year-round through Hong Kong Gold Coast Management. Hong Kong is considered to be a safe city with frequent police patrols to ensure the safety of residents and visitors.

Students are encouraged to follow the same safety precautions (locking doors, traveling in groups at night, being cautious of surroundings, etc.) as they would in any major city around the world. Students should keep valuables and travel documents in a safe place and maintain photocopies of all IDs and travel documents in a location separate from the originals in case of emergency. In compliance with Hong Kong law, students staying more than 180 days are required to carry a personal identification card at all times. It is recommended that students traveling to an unfamiliar area carry a Chinese translation of the destination with them.

Students, faculty and staff are required to present a SCAD ID in order to gain admittance to SCAD Hong Kong facilities. More information regarding SCAD safety, including the annual security report, is available at [scad.edu/safety](http://scad.edu/safety).

### ELECTRICITY

Hong Kong electrical outlets operate on 220 V/50 Hz electrical system, and Type G is the most common outlet. Students bringing electric appliances to Hong Kong will likely need a converter or a transformer of the appropriate wattage. Electronic appliances (computers, printers, etc.) should always be used with a transformer of the appropriate wattage. Most electronic supply stores carry electrical converters and transformers. Consult the product manufacturer for additional information.

### TRANSPORTATION

Public transportation and a limited shuttle service are available between the residences and SCAD Hong Kong. The trip is a minimum of 30 minutes depending on traffic.

Hong Kong has one of the most efficient and affordable transportation systems in the world. The subway system, the Mass Transit Railway (MTR), has 10 lines covering all of the major districts in Hong Kong. In addition, an extensive network of buses, minibuses, trams and taxis is available. Most drivers speak English. Regular ferry routes connect Hong Kong Island, Kowloon and the outer islands, in addition to Macau and mainland China.

Widely used in Hong Kong, the Octopus Card is a stored value electronic card accepted for public transportation services and purchases in convenience stores, fast food shops and supermarkets. The Octopus Card is the primary means of payment for travel on the MTR, buses, trams and ferries. Octopus Cards may be purchased from any Customer Service Center in an MTR station. Value can be added to an Octopus Card at an authorized add-value service provider location, including many convenience stores, supermarkets and MTR stations. An Octopus Card can also be linked to a credit card or bank account.

### MAIL SERVICES

Students may receive letters and packages at the Hong Kong Gold Coast Residences. Students are asked not to ship packages in advance of arrival since they cannot be stored.

#### Mail should be addressed as follows:

Student Full Name  
Block Number, Floor Number, Flat [A or B]  
Gold Coast Residences, Phase II  
1 Castle Peak Road, Castle Peak Bay  
New Territories, Hong Kong









## SCAD SAVANNAH HOUSING

FOR SOPHOMORES, JUNIORS,  
SENIORS AND GRADUATE STUDENTS

SCAD Savannah residence halls are located in and around the historic and Victorian districts of the city, within close proximity to cultural resources and entertainment.

Transfer students, upperclassmen and graduate students have access to a wide range of housing options, from double-occupancy rooms with adjacent private bathrooms to apartment-style suites. Accommodations are unique regarding size, design, layout and occupancy. Indicated occupancy numbers are approximate. Sample floor plans are intended only to be representative.

All residence halls are smoke-free.

[scad.edu/savannah](https://scad.edu/savannah)





# the hive



## ALICEHOUSE 455 Montgomery St.

### HOUSING FEATURES

- Three-story building
- Coeducational housing for graduate students and students with 100 or more credit hours and a clear conduct record
- Occupancy: approximately 60

### ROOM FEATURES

- Apartment-style living with two double bedroom units for four students; three bedroom units with two double bedrooms and a single bedroom for five students
- Single-floor apartments
- Air conditioning
- Two baths in each apartment
- Full kitchen
- Living room with couch, end tables and coffee table
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident

- Washer/dryer in each unit
- Cable television service
- Internet access available; modems provided upon request

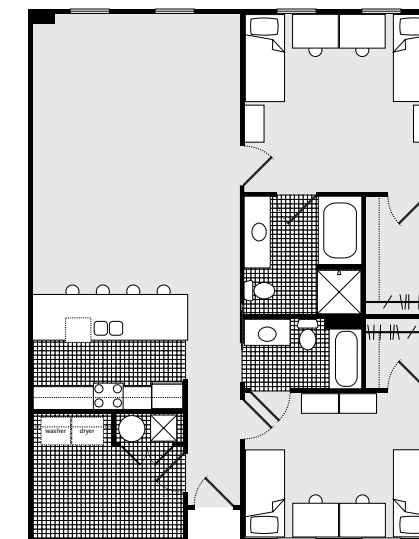
### RESIDENCE FEATURES

- Limited parking available on site
- Elevator service

### HOUSING FEES

- US\$9,775/year\*
- Meal plan not required

\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.

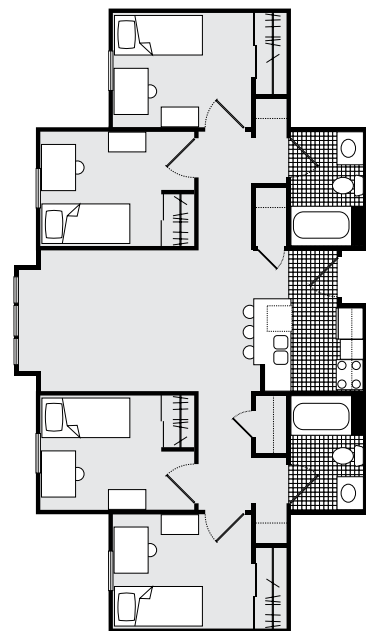






## BARNARDVILLAGE

3121 Barnard St.



### HOUSING FEATURES

- Three-story building
- Coeducational
- Occupancy: approximately 290

### ROOM FEATURES

- Apartment-style living with private bedrooms for four students
- Single-floor apartments
- Air conditioning
- Two baths in each apartment
- Full kitchen
- Living room with couch, end tables and coffee table
- Extra-long, twin-size beds (36" x 80")
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

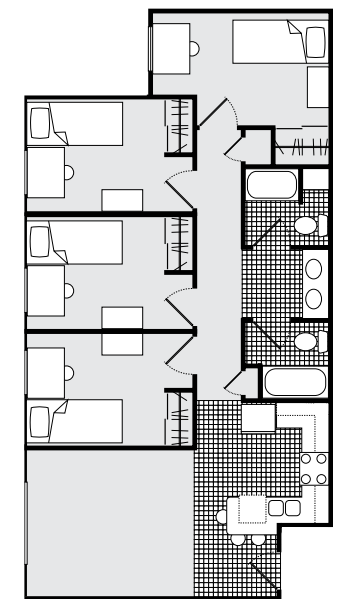
- SCAD Card- or coin-operated laundry
- Drink and snack vending machines
- Dining hall located near Montgomery Hall
- Clubhouse with pool table and meeting area
- ADA accessibility
- Limited parking available on site

### HOUSING FEES

- US\$9,775/year\*
  - Meal plan not required
- \* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.

## BOUNDARYVILLAGE

701 W. Jones St.



### HOUSING FEATURES

- Three-story building
- Coeducational
- Occupancy: approximately 380

### ROOM FEATURES

- Apartment-style living with private bedrooms for four students
- Single-floor apartments
- Air conditioning
- Two baths in each apartment
- Full kitchen
- Living room with couch, end tables and coffee table
- Extra-long, twin-size beds (36" x 80")
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

- Sand volleyball court
- SCAD Card- or coin-operated laundry
- Drink and snack vending machines
- Dining hall located in nearby W at The Hive
- Clubhouse and meeting area
- ADA accessibility
- Limited parking available on site

### HOUSING FEES

- US\$9,775/year\*
- Meal plan not required

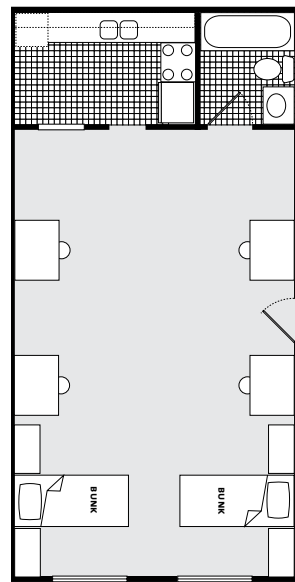
\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.





## FORSYTHHOUSE

715 Barnard St.



### HOUSING FEATURES

- Three-story building
- Coeducational
- Occupancy: approximately 40

### ROOM FEATURES

- Apartment-style living with accommodations for two or four students
- Single-floor apartments (four students); loft-style apartments (two students) with spiral staircase
- Air conditioning
- One bath in each apartment
- Kitchenette with sink, stovetop, microwave, cupboards and full-size refrigerator
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

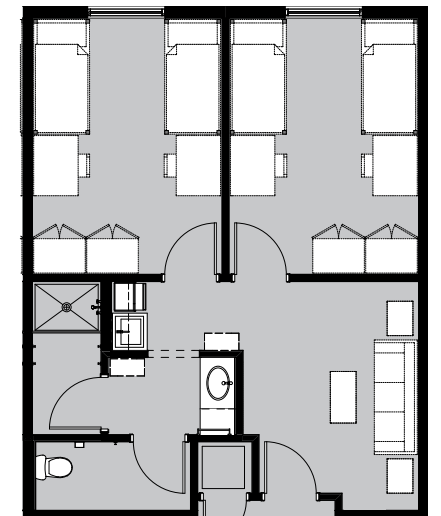
- Coin-operated laundry
- Drink and snack vending machines
- Limited on-street and metered parking available

### HOUSING FEES

- US\$8,750/year\*
  - Meal plan not required
- \* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.

## MONTGOMERYHOUSE

3515 Montgomery St.



### HOUSING FEATURES

- Four-story building
- Coeducational
- Occupancy: approximately 500

### ROOM FEATURES

- Suites with two double-occupancy rooms for four students
- Community cabinets with sink
- Living room with couch, end tables and coffee table
- Air conditioning
- Private bath in each suite
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

- Elevator service
- Study rooms, group lounge spaces and studios
- SCAD Card- or coin-operated laundry
- Drink and snack vending machines
- Dining hall located on property
- On-site security
- ADA accessibility
- Limited parking available in nearby parking garage

### HOUSING FEES

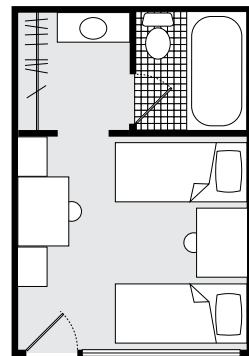
- US\$8,500/year\*
  - Meal plan required
- US\$1,600-US\$1,950 per quarter
- \* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.





## OGLETHORPEHOUSE

201 W. Oglethorpe Ave.



### HOUSING FEATURES

- Six-story building
- Coeducational
- Occupancy: approximately 400

### ROOM FEATURES

- Double occupancy
- Air conditioning
- Private bath in each room
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access for each resident

### RESIDENCE FEATURES

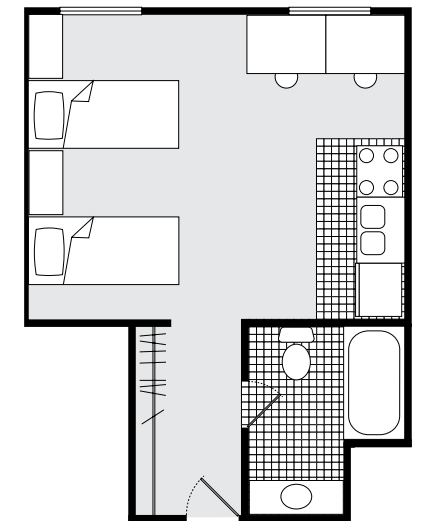
- Elevator service
- SCAD Card- or coin-operated laundry
- Drink and snack vending machines
- Dining hall
- ADA accessibility
- Limited parking available on site
- On-site fitness center

### HOUSING FEES

- US\$8,500/year\*
- Meal plan required  
US\$1,600–US\$1,950 per quarter
- \* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.

## PULASKIHOUSE

328 Barnard St.



### HOUSING FEATURES

- Three-story building
- Females only
- Occupancy: approximately 60

### ROOM FEATURES

- Apartment-style living with accommodations for up to four students
- Single-floor apartments (two or three students); loft-style apartments (four students) with spiral staircase
- Air conditioning
- One or two private baths in each apartment
- Kitchenette with sink, stovetop, microwave, cupboard and full-size refrigerator
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Local telephone service
- Cable television service
- Internet access available; modems provided upon request

### RESIDENCE FEATURES

- Elevator service
- Common area with television
- Coin-operated laundry
- Drink and snack vending machines
- Dining hall located at nearby Oglethorpe House
- Limited on-street and metered parking available

### HOUSING FEES

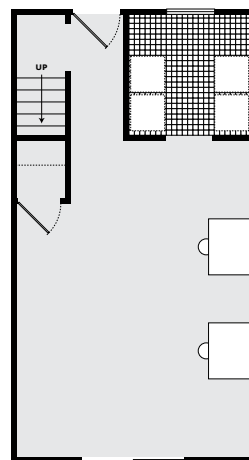
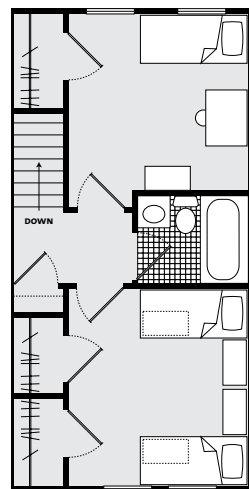
- US\$8,750/year\*
- Meal plan not required
- \* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.





## THE TERRACE

128B E. 63rd St.



### HOUSING FEATURES

- Two-story buildings
- Coeducational
- Occupancy: approximately 400

### ROOM FEATURES

- Apartment-style living with one-bedroom apartments for two students and two-bedroom apartments for three students
- Air conditioning
- One bath in each apartment
- Kitchen with refrigerator, oven and microwave
- Living room with couch, end tables and coffee table
- Extra-long, twin-size beds (36" x 80"); beds can be bunked
- Drafting table and stool for each resident
- Dresser/chest of drawers for each resident
- Cable television service
- Internet access available; modems provided

### RESIDENCE FEATURES

- Sand volleyball court
- Basketball court
- Outdoor grilling areas
- SCAD Card- or coin-operated laundry
- On-site security
- Limited on-site and street parking

### HOUSING FEES

- US\$8,750/year\*
- Meal plan not required

\* A nonrefundable and nontransferable housing reservation fee of US\$500 for returning students is deducted from the overall housing fee. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee.





## SCAD SAVANNAH RESIDENTIAL SERVICES

### **SAFETY AND SECURITY** 912.525.4500

Security staff is on duty 24 hours a day, seven days a week, year-round. Officers regularly patrol SCAD facilities and work closely with student services staff to educate the SCAD community about personal safety. Hand-activated call boxes are strategically located throughout the area and automatically signal a 24-hour security dispatcher when activated. The security staff also works in conjunction with the Savannah-Chatham Metropolitan Police to conduct safety programs for students and to educate them about safety precautions they should take as private citizens.

In accordance with Article II of the Student's Right-to-Know and Campus Security Act, SCAD provides a full report of crime incidents for the past year. For more information on the Campus Security Act, call SCAD security at 912.525.4500.

More information about SCAD safety, including the annual security report, is available at [scad.edu/safety](http://scad.edu/safety). Printed copies of the security report are available at the SCAD security office, 345 Bull St.

### **PARKING** 912.525.7275

Due to the historic nature of Savannah, parking is extremely limited on SCAD property. Students are strongly encouraged to utilize the convenient and extensive SCAD transportation system rather than driving their personal vehicles.

All students who park or use a vehicle on SCAD property must register the vehicle. Student parking permits are free and validated for the academic year (fall through spring).

For more information about parking services, visit [scad.edu/park](http://scad.edu/park) or call 912.525.PARK (912.525.7275).

#### **SCAD Parking Permits**

SCAD parking permits may be obtained at the following locations:

Turner Express Office, 302 W. Boundary St.  
Bradley Hall, 115 E. York St.

### **TRANSPORTATION** 912.525.7433

#### **Bee Line Bus Service**

SCAD offers free, regularly scheduled bus service between open SCAD buildings and residence halls during academic quarters. This service is available to all registered SCAD students, faculty and staff. Buses can be tracked online or on mobile devices. Expanded service is offered during midterms and finals. Service is offered weekdays (Monday through Thursday) from 7 a.m. to midnight and weekends (Friday through Sunday), 7 a.m. to 11:30 p.m. A late-night shuttle is available Monday through Sunday, midnight to 7 a.m. For more information, visit [scad.edu/ride](http://scad.edu/ride).

#### **Airport, Bus Station and Train Station Transportation**

Airport, bus station and train station pickup and drop-off is available to SCAD students for two days prior to the start of each quarter and for the final three days of each quarter, as well as the day of commencement.

#### **Shopping Route**

The Bee Line offers a weekend shopping shuttle between residence halls and stops that include Target, Best Buy, Staples, Home Depot, Oglethorpe Mall, bowling lanes and movie theaters.

### **BICYCLES**

Students are encouraged to use bicycles for transportation at SCAD Savannah and may register them at the SCAD security office, 345 Bull St. A listing of SCAD bike rack locations is available at [scad.edu/park](http://scad.edu/park). Bicycles are governed by the same traffic regulations as motorized vehicles, and riding on sidewalks or through squares and parks is prohibited.

### **MICROFRIDGE RENTAL PROGRAM**

Students residing in D at The Hive, Montgomery House, Oglethorpe House, Turner Annex, Turner House and W at The Hive can rent a MicroFridge unit through Collegiate Concepts. MicroFridge units are combination appliances that function as both refrigerators and microwaves to reduce energy consumption. Students can rent a unit online, which will be delivered to their room prior to their arrival in September and picked up after their departure at the end of spring quarter. Rental costs for the 2013-14 academic year are US\$199 for a used unit or US\$259 for a new unit. Online ordering is available beginning April 1 at [collegefridge.com/scad](http://collegefridge.com/scad). Orders should be placed by mid-August in order to guarantee delivery by September opening.

### **MAIL SERVICES**

Upon assignment to a residence hall, each student receives an individual postal box for general mail. Mailbox keys and assignments are distributed during orientation. For more information about mailbox assignments or key distribution, call 912.525.7296.

Students may receive packages or overnight deliveries at student postal services, located at The Hive, 231 W. Boundary St., Savannah, GA 31401. Students are notified electronically at their SCAD student email address when packages arrive. Pickup hours are posted each quarter. The general number is 912.525.7296.

#### **Mail should be addressed as follows:**

Student Full Name  
SCAD Savannah, Residence Hall, Box Number  
231 W. Boundary St.  
Savannah, GA 31401







## Early Housing Sign-up for Returning Students

Returning students select their housing spaces during early housing sign-up through the online process conducted during spring quarter for the 2013-14 year. Returning students must pay the US\$500 nonrefundable and nontransferable reservation fee on or before the deadline indicated in this guide.\* Students who are interested in living on campus for the 2013-14 academic year are encouraged to attend an information session held during winter and spring quarters. Students who wish to be roommates should sign up together and list their mutual roommate requests on their housing applications. All returning students are contacted by the office of residence life and housing prior to fall housing sign-up.

Students must make the quarterly payment by Aug. 1 or forfeit their room assignment and be placed in housing after the payment is made, provided space is available. Returning students who cancel after June 1 are subject to an additional US\$250 nonrefundable cancellation fee. Students who do not participate in early housing sign-up are assigned housing according to the procedures for new students. Housing is subject to availability.

Once assignments are made, students are notified by SCAD email. At that time, assignments and roommate information are available through MySCAD.

### HOUSING LICENSE AGREEMENT

The housing license agreement is a nine-month binding agreement for the entire academic year outlining residence life and housing policies and procedures regarding behavior, room care and condition. The housing license agreement is renewed annually while a student resides in SCAD housing. Students may be assessed damage fees based on the condition of their rooms after they leave. When selecting housing preferences, students must read all terms and conditions of the agreement carefully and then agree to the form by following the steps as indicated online.

### HOUSING PREFERENCES

Students who have paid the housing reservation fee may indicate preferences online by visiting MySCAD at [myscad.scad.edu](http://myscad.scad.edu). For more information, see the user guide to online housing preferences in this booklet.

### ROOMMATE REQUESTS

Roommate requests must be mutual. All roommate requests are considered during the assignment process but are not guaranteed. Students who wish to room together must specifically request one another when selecting housing preferences online in MySCAD. If a roommate request is not mutual, the assignment is not granted.

### MYSCAD INFORMATION

Residence life and housing has a channel on the My Info tab in MySCAD. Students may access most of the information and links needed through this channel. Following is a list briefly describing some of the links on the channel you will find useful during the sign-up process.

Click on Atlanta, Hong Kong or Savannah to obtain information about housing at each location.

Click on Returning Student Sign-up to obtain information about the early housing sign-up process for returning students.

Click on Housing Application to access the online application and license agreement once you have paid the housing reservation fee.

Click on MyHousing to access the room sign-up website and submit your roommate requests, if applicable.

### LACOSTE

Students attending SCAD Lacoste during spring quarter are eligible to participate in the online sign-up process if they follow the instructions outlined in this guide. In addition, Lacoste students must inform residence life and housing by email of the location they will attend for fall by 5:30 p.m. (EST), Monday, April 8, 2013, in order to be added to the online sign-up process for that location: Atlanta, [atreslife@scad.edu](mailto:atreslife@scad.edu) or Savannah, [savreslife@scad.edu](mailto:savreslife@scad.edu).

### LOCATION CHANGES

Current students who change to a different SCAD location for fall 2013 are eligible to participate in the online sign-up process if they follow the instructions outlined in the guide and pay the US\$500 nonrefundable and nontransferable housing reservation fee by 5:30 p.m. (EST), Monday, April 8, 2013. In addition, students must email the residence life and housing office of the location they wish to change to by 5:30 p.m. (EST), Monday, April 8, 2013, in order to be added to the online sign-up process.

**Atlanta residence life and housing:** [atreslife@scad.edu](mailto:atreslife@scad.edu)

**Hong Kong residence life and housing:** [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu)

**Savannah residence life and housing:** [savreslife@scad.edu](mailto:savreslife@scad.edu)

### \*RESERVATION FEE PAYMENT

To sign up for SCAD housing, students must first pay the US\$500 nonrefundable and nontransferable housing reservation fee.

#### To pay by credit card:

Pay online through MySCAD.

#### Checks may be paid as follows:

##### Atlanta students:

Student accounts: P.O. Box 77300, Atlanta, GA 30357-1300 USA

##### Hong Kong students:

Student accounts: 292 Tai Po Road, Sham Shui Po, Kowloon, Hong Kong

##### Savannah students:

Student accounts: P.O. Box 2701, Savannah, GA 31402-2701 USA

To ensure proper credit, include the student's name and ID number along with the words "Fall 2013 housing fee" on the check.

If participating in early housing sign-up, the reservation fee should be paid by 5:30 p.m. (EST), April 8, 2013. Deadline to submit the housing reservation fee for fall is June 1 if not participating in early housing sign-up.

## How to Sign Up for Housing

### 1. Pay the US\$500 nonrefundable and nontransferable housing reservation fee to the student accounts office by 5:30 p.m. (EST), Monday, April 8, 2013.

Students have several options to pay the fee: in person at the SCAD Card office or student accounts office, by mail in time for it to be received by the above deadline or online. The preferred method to make the payment is online through MySCAD. Payments should be denoted as the fall 2013 housing reservation fee. A confirmation page will be displayed confirming receipt of payment. Students may confirm payment for the fall 2013 reservation fee with the student accounts office by contacting them at [studentaccounts@scad.edu](mailto:studentaccounts@scad.edu). Students will receive an email from residence life and housing by 5 p.m. (EST) on Tuesday, April 9, confirming receipt of payment and early housing sign-up eligibility.

### 2. Complete the housing application and agree to the housing license agreement online.

Students may complete the housing application within 24 hours of the housing reservation fee being posted by the student accounts office through the Housing Application link under the My Info tab in the Residence Life and Housing channel. By filling out the housing application, students agree to the 2013-14 housing license agreement using their electronic signatures and enter their personal preferences. It should be completed prior to your chosen room sign-up day to avoid any delays. Students will receive an immediate confirmation email upon completion of the housing application. See the user guide in this booklet for more information.

### 3. Check your email and MySCAD regularly.

Residence life and housing will send regular updates and reminders regarding the process through email. It is vital that students check their email regularly to receive the most up-to-date information. In addition, residence life and housing maintains a webpage through MySCAD and will post updates and information there.

### 4. Submit roommate requests online, if applicable.

Students who wish to request a particular student as a roommate may do so online. Only current students who paid by the deadline date and currently live on campus are eligible to be requested as roommates. Students should submit their roommate requests prior to their chosen room sign-up day to avoid any delays. They may begin submitting roommate requests online starting April 9 through My Housing under the My Info tab in the Residence Life and Housing channel. All roommate requests must be mutual or students will be unable to sign up for housing. See the user guide on page 37 for more information.

### 5. Select your room on your chosen room sign-up day.

There are several room sign-up days for students to choose from based on the housing option in which they are interested. Students may select their rooms during the specified time period for the room sign-up day they have chosen. Sign-up occurs online through My Housing under the My Info tab in the Residence Life and Housing channel. Students receive an immediate confirmation email upon completion of the room sign-up process. Detailed descriptions of each room sign-up day are available on the following page, and further instructions are viewable through MySCAD.

### 6. Pay the housing balance by Aug. 1.

The remaining fall quarter housing balance is due to the student accounts office by Aug. 1. Students who do not pay by Aug. 1 will have their assignment canceled, and the space will be reassigned to another student. Students who use financial aid to pay for housing should have everything in place prior to this date to ensure their assignment is not canceled. Returning students whose assignment is canceled due to nonpayment have an additional US\$250 nonrefundable cancellation fee applied to their student account, in addition to the loss of their US\$500 housing reservation fee.

### OTHER SIGN-UP TIPS AND REMINDERS

- Once students select a space on one of the room sign-up days, they are not eligible to select a space on a different day.
- Students will see the spaces available on their chosen sign-up day and select their room for next year online.
- Residence life and housing reserves the right to consolidate spaces to maximize space and to honor roommate requests. If a change is necessary, affected students will be contacted via email.
- Detailed instructions on completing the housing application and signing up for a room are available through MySCAD.



## EARLY HOUSING SIGN-UP TIMELINE

### March 1

An email is sent to students who are not eligible to sign up for their same room.

### April 8, 5:30 p.m. (EST)

The US\$500 nonrefundable and nontransferable housing reservation fee is due to the student accounts office.

### April 9, 5 p.m. (EST)

Students receive confirmation of receipt of reservation and early housing sign-up eligibility.

Students begin to submit roommate requests online.

Students who are eligible for same room and same hall sign-up are emailed. (Savannah only)

### April 12, 11 a.m. to 5 p.m. (HKT)

Current Hong Kong students staying in Hong Kong for fall 2013 sign up in person at the office of student success.

### April 11, 9 a.m. (EST)/April 12, 9 a.m. (EST)

Same room and same hall sign-up opens. (Savannah only)

### April 12, noon (EST)

Students who are eligible for different room but same hall sign-up are emailed. (Atlanta and Savannah only)

Students who are eligible for Montgomery House sign-up are emailed. (Savannah only)

### April 15, 9 a.m. (EST)/April 16, 9 a.m. (EST)

Different room but same hall sign-up opens. (Atlanta and Savannah only)

### April 17, Noon (EST)

Any hall sign-up times are posted online and emailed to eligible students.

### April 19

Any hall sign-up opens. Current Atlanta or Savannah students transferring to Hong Kong for fall 2013 sign up online, 10 a.m. to noon.

### April 22

Reassignment requests are accepted.

### April 26–May 3, 9 a.m. to 5 p.m. (EST)

Second chance sign-up is available in Oglethorpe House. (Savannah only)

### April 30, 9 a.m. to 5 p.m. (EST)

Second chance sign-up is available in 1600 Peachtree. (Atlanta only)

### June 1

Deadline for reassignment request consideration

Cancellation deadline to avoid US\$250 nonrefundable cancellation fee passes.

### Aug. 1

Fall quarter balance is due.

## Current Student User Guide to Online Housing Preferences

Once students have paid the housing reservation fee, they may access the online application through the MySCAD intranet. Students participating in early housing sign-up for the 2013–14 academic year during spring quarter should complete the application prior to sign-up. If you have any questions regarding the housing process, contact residence life and housing in Atlanta (atreslife@scad.edu or 404.253.3200), Hong Kong (reslife-hk@scad.edu or 852.2253.8047) or Savannah (savreslife@scad.edu or 912.525.7000)

Following are current students' instructions for completing the online housing application process:

1. Sign on to MySCAD with your username and password.
2. Select the My Info tab near the top of the screen.
3. Locate the Residence Life and Housing channel and select the Housing application link.
4. You will be directed to the application screen. Select the appropriate application for the quarter in which you are entering. Click the Next button.
5. Read the information regarding the housing license agreement.
6. As you read the agreement, type your initials in the box after each section. Students are responsible for reading the license agreement in its entirety prior to agreeing to it.
7. Once you have read each section and typed your initials in the appropriate boxes, click the button next to "I agree" at the bottom of the page. (By selecting "I agree" you are agreeing to the SCAD housing license agreement for the period of time outlined in the agreement.)
8. Click the Next button.
9. Next you will submit your personal preferences. The preferences indicated are used to determine hall placement, roommate selection and other factors. It is very important for students to answer these questions honestly and completely when selecting housing preferences.
10. Click "Complete Application" when you are finished.
11. A confirmation page will be displayed signifying that you have completed the application process. You will also receive an immediate confirmation email to your SCAD email account verifying your application and providing a copy of the license agreement.
12. Students who are under 18 years of age at the time of completing the housing application or considered an international student by SCAD should turn in a hard copy of the housing agreement signed by both the student and a parent/guardian. This signed hard copy should be faxed or mailed to residence life and housing prior to arriving to check-in: 404.253.3273 or 1600 Peachtree St., Atlanta, GA 30309 for Atlanta students; 852.2253.8066 or 292 Tai Po Road, Sham Shui Po, Kowloon, Hong Kong for Hong Kong students; or 912.525.7012 or P.O. Box 3146, Savannah, GA 31402 for Savannah students.
13. Log out of MySCAD and close the browser window.

## SUBMITTING ROOMMATE REQUESTS

All students who have a specific roommate request are required to submit it online. All roommate requests must be mutual in order for the request to be considered.

1. Sign on to MySCAD with your nine-digit ID and password.
2. Select the My Info tab near the top of the screen.
3. Locate the Residence Life and Housing channel and select the MyHousing link.
4. Click on "Room Selection" on the left side of the page.
5. A submenu will appear to the right. Click on "Roommate Selection."
6. Type in the student's last name or ID number. If the person you wish to request as a roommate does not appear, they may not have paid their housing reservation fee yet. You may add up to four roommate preferences. Click "Request Student as Roommate" after each name.
7. Each roommate must follow the same procedures to ensure it is a mutual request. Non-mutual requests will not be honored.
8. If "Does not Match" appears next to your requested roommate's name, that student has not completed the roommate request. Contact your requested roommate and encourage him/her to complete this process.
9. On this same page you may remind your requested roommate to also request you by clicking "Remind" next to his/her name if "Does not Match" is listed by his or her name. This will send an automatic email to your requested roommate to log in and complete the process.
10. If "Match" appears next to your requested roommate's name, you and your requested roommate have both successfully submitted your requests.
11. Click on the Home/Overview link to review your roommate preferences. You and your requested roommate(s) will receive a confirmation email verifying your request.
12. Log out of MySCAD and close the browser window.

## Room Sign-up Days

Students who pay the housing reservation fee by the stated deadline have the opportunity to sign up for a room online during spring quarter. Two days in Atlanta, two days in Hong Kong and four days in Savannah are set aside for students to sign up online for a room. Students will receive an email prior to the sign-up day(s) on which they are eligible with more details about the process. Students are only able to sign up on one of the room sign-up days listed below. Once a room is selected and confirmed, students are locked out of the subsequent sign-up days. Students will receive an immediate confirmation email upon completion of the room sign-up process. Detailed instructions for room sign-up are viewable through MySCAD.

### SAME ROOM, SAME HALL SIGN-UP

**Thursday, April 11, 9 a.m. (EST), through Friday, April 12, 9 a.m. (EST) (Savannah only)**

Students who want to continue living in their assigned rooms from the spring 2013 quarter should sign up for housing anytime during this 24-hour time period. Students will receive an email by 5 p.m. (EST) on Tuesday, April 9, confirming eligibility to participate in same room sign-up and providing more details about the process.

### HONG KONG SIGN-UP

**9 a.m. to 5 p.m., Friday, April 12 (HKT), and 10 a.m. to noon, Friday, April 20 (EST)**

Current Hong Kong students who want to live on campus in Hong Kong for Fall 2013 should sign up for housing on Friday, April 12, 9 a.m. to 5 p.m. (HKT) at the office of student success. Students will be emailed on April 10 confirming eligibility to participate in sign-up along with more details about the process. Current students not attending SCAD Hong Kong for Spring 2013 but will be transferring to SCAD Hong Kong for Fall 2013 are eligible to sign up for housing on Friday, April 20, 10 a.m. to noon (EST) online through MySCAD. Students will be emailed by noon, Wednesday, April 17 (EST), confirming eligibility to participate in sign-up along with more details about the process. Students should review the information in the location transfers section on the previous page for instructions on how to participate in Hong Kong sign-up.

### DIFFERENT ROOM, SAME HALL SIGN-UP

**Monday, April 15, 9 a.m. (EST), through Tuesday, April 16, 9 a.m. (EST) (Atlanta and Savannah)**

Students who want to continue living in their assigned hall from the Spring 2013 quarter, but in a different room, should sign up for housing anytime during this 24-hour time period. Students will receive an email on the business day prior confirming eligibility to participate in same hall sign-up and providing more details about the process. All of the available spaces in students' current hall will be listed for them to choose from when they log in to sign up.

### MONTGOMERY HOUSE SIGN-UP

**9 a.m. to 5p.m., Tuesday, April 16 (EST) (Savannah only)**

Students who have majors at Montgomery Hall or Gulfstream or live at W at The Hive during spring quarter and want to live in our newest residence hall, Montgomery House, should sign up for housing anytime during this time period. Students will be emailed by noon (EST) on Friday, April 12, confirming eligibility to participate in Montgomery House sign-up along with more details about the process.

### ANY HALL SIGN-UP

**Friday, April 19 (Atlanta and Savannah)**

Students who plan to request housing anywhere other than their currently assigned hall will have the opportunity to sign up on this day at or after their assigned time. All eligible students will be prioritized by credit hours earned by the end of winter quarter and receive a specific sign-up time; students with the most credit hours will receive the earliest times. Sign-up times in Atlanta will run from 10 a.m. to 4 p.m., and sign-up times in Savannah will begin at 9 a.m. (EST) and continue until all students have gone through the process. Times will be emailed and posted online by 5 p.m. (EST), Wednesday, April 17. Students will also receive more details about the process in that email. Students who are part of a mutually requested roommate group may sign up at the earliest time for their group. Only one student per group is required to indicate the room preference. The residence life and housing office in Savannah will be open for extended hours through the end of the day to provide assistance.



## IMPORTANT HOUSING DATES FOR 2013–14

**Sept. 14** Residence halls open for continuing students.

**Nov. 22** Residence halls close for winter break.

**Jan. 3** Residence halls open for winter quarter.

**March 14** Residence halls close for students not returning for spring quarter.

**March 21** Residence halls open for spring quarter.

**May 30** Residence halls close for academic year.

**June 20** Residence halls open for summer quarter.

**Aug. 29** Residence halls close for summer quarter.

These dates are subject to change based on alterations to the academic calendar. Refer to the master calendar online at [scad.edu/calendar](http://scad.edu/calendar) for additional dates related to classes and payment deadlines.

## Living in SCAD Housing

### RESIDENCE LIFE AND HOUSING STAFF

A professional residence life and housing staff works year-round to help residents maintain a positive living and learning environment. They also assist with the implementation of residence life and housing policies and procedures. Students and parents are welcome to contact the residence directors or other residence life and housing staff with any concerns or questions.

#### Atlanta

ACA House . . . . . 404.253.3419  
Spring House . . . . . 404.253.3256

#### Hong Kong

Gold Coast Residences. . . . . 852.2253.8047

#### Savannah

Alice House, Forsyth House, Oglethorpe House,  
Pulaski House . . . . . 912.525.7031  
Barnard Village . . . . . 912.525.7002  
Boundary Village . . . . . 912.525.8600  
The Hive and Turner Annex . . . . . 912.525.7250  
Montgomery House . . . . . 912.525.7000  
The Terrace . . . . . 912.525.7039  
Turner House . . . . . 912.525.7150

### PAYMENT AND ROOM ASSIGNMENT

#### Housing Guidelines

Except for those continuing students participating in early housing sign-up, students are assigned to housing based on the date their reservation fee is received in the student accounts office. Financial aid, scholarships or other funds may not be available in time to meet the quarterly housing payment deadline. If the authorized financial aid does not cover the balance, or if it is not available by the housing balance deadline, the housing payment must be paid out of pocket. Financial aid authorization may be determined by visiting MySCAD. Select the My Info tab and click “My Award Information” under the My Financial Aid channel. If aid has

been authorized, be sure to confirm the aid is sufficient to cover housing, as all aid is applied first toward tuition. Students who have to pay out of pocket to ensure payment by the housing balance due date may be eligible for a refund once the aid disburses after the drop/add period of the term. Students must adhere to residence life and housing deadlines to ensure a housing assignment.

#### Late Applicants/Fees

Students who do not make housing payments by the posted deadline forfeit their housing assignment. Housing is subject to availability.

#### PRIVATE ROOMS

Due to the high demand for housing, private rooms generally are not available. Students with medical needs who may require a private room or other specific housing assignment should indicate their needs on the housing application and must provide a letter from a licensed physician certifying any condition that requires specific provisions or necessitates special consideration. The physician’s letter should be submitted to the office of counseling and student support services at SCAD for review by June 1 for fall and six weeks prior to the start of every other quarter. SCAD reviews all requests and notifies students once a decision is made. For more information, call counseling and student support services at 404.253.3304 (Atlanta), 853.2253.8000 (Hong Kong) or 912.525.6971 (Savannah); or residence life and housing at 404.253.3200 (Atlanta), 852.2253.8047 (Hong Kong) or 912.525.7000 (Savannah).

#### GRADUATE STUDENT HOUSING

Limited housing is reserved for graduate students on a first-come, first-served basis. For more information, call residence life and housing at 404.253.3200 (Atlanta), 852.2253.8047 (Hong Kong) or 912.525.7000 (Savannah).

#### INFORMATION TECHNOLOGY

The information management and technology department provides computer support to SCAD, and is responsible for the development and implementation of SCAD management information systems. The technology policy is published in its entirety in the student handbook, which may be found in MySCAD under the Resources tab. Access to the Internet and email is provided to SCAD students through this department.

A data port is provided for each student in each residence hall room. For Alice House, one modem is provided per bedroom, and for Pulaski House, one modem is provided per apartment. Residents must furnish their own Ethernet cable for connection purposes. A limited number of routers (non-wireless) are available for students in Pulaski House to check out. For information about Internet access in the residence halls, contact the Technology Support Center at 912.525.4567 or email [techsupport@scad.edu](mailto:techsupport@scad.edu).

#### PHONE SERVICE

Each SCAD residence hall room or apartment (except Alice House, Montgomery House and The Terrace) has one phone line with local phone service. Phones, answering machines/voicemail and long distance service are not provided, except in Hong Kong Gold Coast Residences where phones are provided.

## Early Housing Sign-up Frequently Asked Questions

### Am I able to sign up for housing if I do not pay the housing reservation fee by 5:30 p.m. (EST), April 8?

Students who miss the early housing deadline are eligible to sign up for housing after students who paid on time. Between April 26 and May 3 in the main housing office in Oglethorpe House in Savannah, and on April 30 in 1600 Peachtree in Atlanta, students may come in person to sign up for any remaining spaces. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) to request housing. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available. Students must pay the US\$500 nonrefundable and nontransferable housing reservation fee and complete the online housing application before receiving an assignment or being placed on the waitlist (if applicable).

### Am I able to sign up for housing if I currently live off campus?

Students who currently live off campus are eligible to sign up for housing after our current residential students participate. Between April 26 and May 3 in the main housing office in Oglethorpe House in Savannah, and on April 30 in 1600 Peachtree in Atlanta, students may come in person to sign up for any remaining spaces. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) to request housing. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available. Students must pay the US\$500 nonrefundable and nontransferable housing reservation fee and complete the online housing application before receiving an assignment or being placed on the waitlist (if applicable).

### What if I want to change my housing assignment after I sign up?

Beginning April 22 in the main housing office in Oglethorpe House in Savannah and in 1600 Peachtree in Atlanta, students will be able to submit a request for reassignment. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) to request a change. As spaces become available, the housing office will consider requests in credit hour order. Students will be offered a reassignment via email and will have 48 hours to accept the reassignment. Requests will be considered through June 1.

### What if I miss my sign-up time online?

Students who miss their sign-up time on same room or same hall days may sign up on the next sign-up day, if eligible, and will receive an email with more details. Students who do not sign up on any hall day may come by the main housing office in Oglethorpe House in Savannah between April 26 and May 3 or 1600 Peachtree in Atlanta on April 30 for an assignment based on the spaces remaining. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) to request housing. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available.

### What if I want to cancel my housing assignment after I sign up?

Students who sign up for housing and later decide to cancel may submit a written request to our main housing office in person or via email at [atreslife@scad.edu](mailto:atreslife@scad.edu) for Atlanta, [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) for Hong Kong or [savreslife@scad.edu](mailto:savreslife@scad.edu) for Savannah. Students who request cancellation prior to June 1 and are approved will lose only the US\$500 housing reservation fee. Students who request cancellation after June 1 and are approved will lose the US\$500 housing reservation fee and will be charged an additional US\$250 nonrefundable cancellation fee.

### Are all spaces in upperclassman housing available for returning students?

A limited number of spaces in each upperclassman hall are held back for new incoming transfer and graduate students based on the projected numbers from the admission office. In addition, all handicap accessible and hearing impaired rooms are held for students needing those spaces.

### Is there a limit on the number of students in each class that can sign up?

Savannah residence life and housing may implement a class cap if the number of reservation fees paid greatly exceeds the number of available spaces. Class cap means limiting the number of students within each class (freshmen, sophomores, etc.) who can sign up for housing initially. If a class cap is necessary, more details will be provided via email. Students who are removed from the sign-up process due to a class cap will have first priority on spaces at the conclusion of the online sign-up process. No class cap is anticipated at the Atlanta or Hong Kong locations at this time.

### Do any groups receive priority in signing up?

No groups receive any special priority during the sign-up process.

### What do students with medical accommodations need to do to sign up for housing?

Students with medical accommodations currently on file with the counseling and student support services office do not need to renew them. Students who do not have any accommodation requests currently on file but need one should contact the counseling and student support services office by early March to initiate a housing accommodation. Students with medical accommodations should sign up for housing in the hopes of meeting the accommodation. If there is no space available in the housing that will meet the medical accommodation, students should still sign up for a space in housing. Once the online sign-up process is complete, residence life and housing will review all medical accommodations and contact students individually if the accommodation was not met. Students will be reassigned to a space that meets their needs as space becomes available.

### What summer housing options are available for summer 2013?

Residence life and housing will offer housing for students enrolled for the summer quarter in ACA House and Gold Coast Residences. The residence hall for summer quarter in Savannah is still being determined. The rates are US\$3,225 for ACA House, US\$3,350 for Gold Coast Residences master bedroom A, US\$3,225 for Gold Coast Residences medium bedroom B, US\$3,100 for Gold Coast Residences small bedroom C and US\$2,850 for Savannah. All students living in university housing in Savannah during the summer quarter are required to purchase a meal plan. In order to be assigned to housing for the summer quarter, students should pay the US\$250 nonrefundable and nontransferable housing reservation fee to the student accounts office by May 1 and complete the summer application online. Assignments will be released in late May via email. The MicroFridge rental program will be offered at a rate of US\$94 for the summer quarter in Savannah. Check-in for the summer quarter is June 21 and checkout is Aug. 30. On-campus storage is not available between quarters.



### **What are my chances of getting into apartment housing?**

It is difficult to determine if one student will be able to sign up for a space in apartment housing over another. Availability depends on the number of students currently assigned to this housing and whether they are signing up to return. Apartment housing consists mostly of juniors and seniors.

### **What happens if I pay the housing balance after my assignment is canceled due to nonpayment by the Aug. 1 deadline?**

Students who are canceled for nonpayment and then pay will be assigned as space is available. Residence life and housing will attempt to reassign students to the same room or hall assigned prior to cancellation. If space is not available in the same assigned room or hall, students will be assigned to any available space. Students are responsible for the cancellation fee.

### **What happens if the roommate I request does not pay by the April 8, 5:30 p.m. (EST) deadline?**

Only students who pay by the 5:30 p.m. (EST), April 8 deadline will be eligible to participate in the early housing sign-up process. If a roommate request does not pay by the deadline, that student is ineligible to participate and should not be requested as a roommate. Students who pay after the deadline are eligible to sign up during second chance sign-up, April 26–May 3 in the main housing office in Oglethorpe House in Savannah and on April 30 in 1600 Peachtree in Atlanta. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu for assistance.

### **What if I am attending SCAD Lacoste for fall quarter?**

Fall Lacoste students should not sign up for housing online as they are not eligible to live on campus in Atlanta or Savannah. These students may pay the reservation fee later in the fall quarter in order to receive housing for winter quarter upon their return. Refer to the SCAD Lacoste student guide for more information.

### **Is there an opportunity to see the upperclassman halls before sign-up?**

Savannah residence life and housing will offer a tour of housing on Feb. 24 and March 31. Staff will be available during specific times to provide more information about the community and show at least one room in the hall. Students interested in information about Montgomery House should contact the main housing office in Oglethorpe House. Contact Savannah residence life and housing for more details and a schedule. Atlanta and Hong Kong students interested in seeing a room should contact the residence director of the building they are interested in.

## Housing Policies

### **ROOM CHANGES**

Students living in residence halls may request room changes through MySCAD beginning the first business day of week two after the start of the quarter. Mediation and/or a meeting with the residence director may be required before the room change is approved. Room change requests are granted based on availability and may be limited during the final two weeks of each quarter. If a student changes rooms before executing the proper paperwork, a fee may be assessed, the move may be denied and/or a student conduct hearing may be required.

### **ROOM CONSOLIDATION**

Due to the high demand for student housing, SCAD reserves the right to consolidate spaces to accommodate the housing needs of all students requesting housing. If consolidation is necessary, residence life and housing staff members will provide necessary information including the date of the move, the new location and the name of the student's new roommate(s).

### **COMMON BILLING**

If damage occurs in common areas such as lounges and hallways and the responsible parties are not identified, all residents of the wing, floor or hall are normally billed for the cost of repairs and/or replacement of damaged items. The residence director works with the students and staff to determine, if possible, who is responsible for the damage. If the bill is to be divided among residents, the staff notifies those residents of the cost per person.

### **BREAK CLOSINGS AND STORAGE**

Residence hall rooms are occupied and vacated according to schedules published by the office of residence life and housing. During winter break, all residence halls are closed and occupancy is limited. The academic calendar lists annual dates of winter break. Students may leave their belongings in their rooms; however, they are encouraged to take their valuables home. Dining halls are closed and SCAD transportation is unavailable during the winter break. The halls remain open during spring break, but overnight guests are not permitted. Move-out dates fall at the end of the academic year in May and at the end of the summer quarter in August. On-campus storage space is not available to students.

Nine-month continuous housing is offered on a limited basis for students who need housing during nine continuous months (September–May). This option is only available for continuing, graduate, and transfer students living in upperclassmen housing and not transferable to other students. The option must be selected as a condition to live in a designated area of the selected building; students may not choose this option after assignments have been made. Students interested in this option or who would like more information should email the residence life and housing office at their location, Atlanta at [atreslife@scad.edu](mailto:atreslife@scad.edu), Hong Kong at [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu) or Savannah at [savreslife@scad.edu](mailto:savreslife@scad.edu).

### **PERSONAL PROPERTY INSURANCE**

As with any housing rental agreement relationship, students and their parents are strongly encouraged to purchase insurance against loss or damage of personal property. SCAD is not responsible for the loss or damage of personal property in student rooms. For more information, see the housing license agreement.

### **MAINTENANCE AND HOUSEKEEPING**

Students are responsible for maintaining the cleanliness of their own rooms and bathrooms. Gold Coast Management provides weekly housekeeping services to individual apartments for students in Hong Kong. The university maintenance and housekeeping staff provides a variety of functions to help maintain a clean, safe and comfortable environment for students living at SCAD. The staff is responsible for the general maintenance and cleanliness of the hallways and common areas of the residence halls.

### **DRUG AND ALCOHOL POLICY**

The Savannah College of Art and Design is in full compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), 49 Code of Federal Regulations, Part 40: Procedures for Workplace Drug and Alcohol Testing; 49 Code of Federal Regulations, Part 382: Controlled Substances and Alcohol Use and Testing and the Omnibus Transportation Employee Testing Act of 1991 and is committed to a program that discourages the illegal use and abuse of alcohol and controlled substances by students and employees. In addition, the possession and consumption of alcohol on campus is not permitted, regardless of age.

SCAD prohibits the unlawful possession, use, manufacture, distribution or dispensing of alcohol or controlled substances by students or employees in college buildings, on grounds or property, or as part of any college activity. Any full- or part-time student or employee found to be in violation of said policy is subject to disciplinary action in accordance with the policies and laws of the college, the city of Atlanta or Savannah, the state of Georgia, and the U.S. federal government.

### **PETS**

Pets are not permitted in any residence hall. Freshwater, non-flesh-eating fish and approved service dogs are the only exceptions to this policy. However, fish must be kept in a properly maintained aquarium of 10 gallons or fewer.

### **QUIET HOURS**

Strict quiet hours are in effect 9 p.m. to 8 a.m. daily and 24 hours a day during midterms and finals weeks. In addition, courtesy hours are in effect 24 hours a day, every day. Residents are expected to show consideration for others by minimizing excessive noise.

### **SMOKE-FREE ENVIRONMENT**

Smoking is prohibited in all SCAD buildings and throughout residence halls including rooms, courtyards and pool areas.

### **APPLIANCES**

Prohibited appliances include, but are not limited to, sun/heat lamps, heaters, toaster ovens, individual microwave ovens and hot plates. For D at The Hive, Montgomery House, Oglethorpe House, Turner House, Turner Annex and W at The Hive, microwaves are permitted as part of the Microfridge rental program through Collegiate Concepts and may not exceed the maximum number of units in the room. Microwaves are provided in individual apartments in Alice House, Barnard Village, Boundary Village, Forsyth House, Hong Kong Gold Coast Residences, Pulaski House and The Terrace. Microwaves are permitted in ACA House and Spring House. To accommodate multiple appliances, students in all residence hall facilities are allowed one 6-foot surge-protected extension strip per student. Appliances permitted in residence hall rooms include personal computers, radios, fans, electric blankets, clocks, blow-dryers, stereos, televisions, DVD players, video game consoles, coffee makers with automatic shut-off and compact refrigerators up to 4.4 cubic feet.

### **VISITATION POLICY**

Visitation hours in the residence halls are 9–2 a.m., seven days a week. Residents are responsible for their guests' behavior. All guests must be escorted out of the residence halls by the end of visitation hours.

### **OVERNIGHT GUESTS**

Overnight guests (same sex) may stay a maximum of three consecutive nights and may not return for an overnight stay for at least five days thereafter. Students must obtain an approved overnight guest pass prior to their guest's arrival. The pass must be signed and turned in to the residence life and housing office a minimum of 24 hours in advance. The form must be submitted during regular office hours. Overnight guests are not permitted during winter or spring breaks.



## Meal Plan A ATLANTA AND S SAVANNAH

SCAD offers several dining options to suit students' schedules and lifestyles. Meal plans may be purchased by the quarter and services are accessed through use of the SCAD Card. Meal plans are not available in Hong Kong Gold Coast Residences.

### RESIDENTIAL MEAL PLANS

Four full-residential meal plans offer a designated number of meals per week or quarter, as well as a variable amount of flexible spending credit (Dining Dollars) to be used at SCAD eateries of the student's choice. **Students residing in D at The Hive, Montgomery House, Oglethorpe House, Spring House, Turner House, Turner Annex or W at The Hive must choose from plans A–D.** A meal plan is optional for students living in ACA House, Alice House, Barnard Village, Boundary Village, Forsyth House, Pulaski House or The Terrace.

Full residential meal plans	Fee/quarter	Dining Dollars*
<b>A-MP18</b> – 18 meals/week	\$1,625**	\$75
<b>B-MP14</b> – 14 meals/week	\$1,650**	\$150
<b>C-MP10</b> – 135 meals/quarter	\$1,600**	\$125
<b>D-CART</b> – Deluxe 18 meals/week	\$1,950**	\$325
Other residential meal plans	Fee/quarter	Dining Dollars*
<b>E-MP02</b> – 85 meals/quarter	\$825**	\$75

*\*Applicable at any SCAD eatery.    \*\*Includes Dining Dollar deposit.*

### COMMUTER MEAL PLANS

A commuter meal plan offers a designated number of meals per quarter for students residing off campus.

Commuter meal plan	Fee/quarter	Dining Dollars*
<b>H-MP07</b> – 25 meals/quarter	\$375**	\$125
<b>I-MP06</b> – 50 meals/quarter	\$550**	\$100

### MEAL PLAN FEES/PAYMENT

Aug. 1	Meal plan fee due for fall quarter
Dec. 1	Meal plan fee due for winter quarter
March 1	Meal plan fee due for spring quarter
June 1	Meal plan fee due for summer quarter

Students required to participate in full-residential meal plans who do not designate a meal plan preference at registration are assigned plan B. Students may change their meal plan choices during drop/add week. Meal plan refunds are not given for meals missed due to religious observances. Remaining meals and Dining Dollars do not carry over to the next quarter.

Direct questions about the meal plan or payment information to the SCAD Card Center at 912.525.6153 or 912.525.8406, Monday through Friday, 8:30 a.m. to 6:30 p.m. and Saturday, 9 a.m. to noon (during the academic year).

#### Send the meal plan fee to:

SCAD Card Center  
Savannah College of Art and Design  
P.O. Box 3146  
Savannah, GA 31402-3146 USA

## What to Bring A ATLANTA AND S SAVANNAH Contact your roommate(s) prior to arrival to coordinate items.

### RECOMMENDED ITEMS

- ✓ Alarm clock/clock radio
- ✓ Bed linens, pillows, blanket(s) (all beds are extra-long, twin-size—36"x 80")
- ✓ Cleaning supplies
- ✓ Clip light for drafting table
- ✓ Clothes hangers (hanging space is limited)
- ✓ Ethernet cord for Internet access
- ✓ Kitchen utensils and supplies (for apartment-style housing only)
- ✓ Laundry products
- ✓ Paper products—paper towels, bathroom and facial tissues
- ✓ Shower curtain, towels and toiletries
- ✓ Small vacuum cleaner
- ✓ Small lamp(s)
- ✓ Throw rugs (Alice House, Barnard Village, Boundary Village, Pulaski House, Spring House and The Terrace have carpeting)
- ✓ Wastebasket with plastic bags

### ITEMS NOT TO BRING

- ✗ Extension cords or multiplug adapters
- ✗ Candles, incense
- ✗ Individual microwaves, toaster ovens or George Foreman grills (toaster ovens permitted in apartment-style housing except ACA House; microwaves permitted in ACA House and Spring House)
- ✗ Pets (other than fish in a tank of 10 gallons or fewer)
- ✗ Space heaters or halogen lamps
- ✗ Weapons, firearms or replicas

### OTHER SUGGESTED ITEMS TO BRING

- ✓ Bike with front and rear lights, helmet and lock
- ✓ Coffee maker (with automatic shut-off)
- ✓ Dolly for move-in
- ✓ Fan
- ✓ First-aid kit
- ✓ Flashlight
- ✓ Iron (with automatic shut-off)/ironing board
- ✓ Memo board
- ✓ Pail/mop/broom
- ✓ Sewing kit
- ✓ Small refrigerator (1.7 amps or less, 4.4-cubic-foot limit; full-size refrigerators are provided for residents in apartment-style housing) or rent a MicroFridge and have it delivered to your room
- ✓ Stationery/stamps
- ✓ UL-approved power strip (no longer than 6 feet) with surge protection (Fire Shield suggested)
- ✓ Umbrella

For students attending SCAD Hong Kong, see the Hong Kong section of this guide for a brief list of items provided in the apartment. Contact SCAD Hong Kong directly for more information.







## RESIDENCE LIFE AND HOUSING

### **A** ATLANTA

Phone 404.253.3200  
Email [atreslife@scad.edu](mailto:atreslife@scad.edu)  
1600 Peachtree St.  
Atlanta, GA 30309 USA

### **H** HONG KONG

Phone 852.2253.8047  
Email [reslife-hk@scad.edu](mailto:reslife-hk@scad.edu)  
292 Tai Po Road  
Sham Shui Po Kowloon, Hong Kong

### **S** SAVANNAH

Phone 912.525.7000  
Email [savreslife@scad.edu](mailto:savreslife@scad.edu)  
P.O. Box 3146  
Savannah, GA 31402-3146 USA

[scad.edu/housing](http://scad.edu/housing)

# SCAD

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