



University Housing



RESIDENT GUIDEBOOK

2023-2024

Welcome to University Housing at Southeastern Louisiana University!	5
Welcome	5
Mission Statement.....	5
An Introduction to the University Housing Office.....	6
University Housing Staff.....	6
Area Coordinator.....	6
Resident Assistant.....	7
House Manager.....	7
State Board Policies	7
Requirement to Live on Campus.....	7
Title IX.....	8
How to Report.....	8
University Police Department.....	9
The Office of Student Advocacy and Accountability.....	9
Title IX Office.....	9
Responsible Employee.....	10
Anonymous Reports.....	10
Applying to Live on Campus	11
Eligibility.....	11
Accessing the Housing Application Portal.....	11
Student Classifications.....	12
New Applicants.....	12
Returners / Greek Returners.....	12
Application and Prepayment Fees.....	12
Greek Village Resident Agreements.....	13
Meal Plans.....	13
Academic Standards	14
All Residents.....	14
Southeastern Oaks Apartments.....	14
Honors Residents.....	14
Failing to Meet Academic Standards.....	14
Applicants from the Fall Waitlist.....	14
Mid-Year Buyout	15
Summary of Potential Fees for Mid-Year Buyout.....	16
Reapplication	16
Reapplication to Organizational Housing.....	17
Greeks Reapplying to Southeastern Oaks / Residence Halls.....	17
Room Credit Policy	17
Housing Agreements	18
Checking In	19

Residence Hall Change or Room Change Request.....	20
Non-Organizational Housing Hall or Room Change Request.....	20
Organizational Housing Hall or Room Change Request.....	20
Winter Break Schedule.....	21
Interim Schedule.....	21
Checking Out.....	21
General Guidelines for Checking Out.....	22
Inspections for Damages.....	22
Inspections for Cleaning.....	22
Policies, Standards, and Regulations.....	23
Abandoned Property.....	24
Abuse of University Housing Property.....	25
Alcohol.....	25
Decorating and Furnishing Your Room.....	26
General Decoration/Furniture Policies.....	26
Bed Risers.....	26
Furniture.....	26
Prohibited Furniture.....	27
Walls.....	27
Weightlifting and Exercise Equipment.....	27
Windows/Curtains.....	28
Drugs.....	28
Email.....	28
Fire Safety.....	29
Fire Extinguishers.....	29
Fire Prevention.....	29
Fire Sprinkler System.....	29
Smoke Detectors.....	29
In Case of Fire.....	29
Hurricane Safety on Campus.....	30
When to Evacuate.....	31
Evacuation Procedures.....	31
The Warning Stage.....	31
Laundry.....	32
Lion Traxx.....	32
Lost, Stolen, and/or Damaged Property.....	32
Meetings.....	33
Noise.....	33
Pets.....	33
Proper Room Care.....	33
Food.....	33

Bathroom.....	33
Improper Use of a Bathroom or Kitchen Facility.....	34
Room Condition.....	34
Trash Removal.....	35
Renter’s Insurance.....	35
Room Inspection.....	35
Safety.....	36
Bicycle Security.....	36
Blue Phone / Emergency Boxes.....	36
Desk Assistants.....	36
Electrical Equipment.....	36
Ground Fault Interrupter.....	36
Prohibited Appliances.....	36
Approved Appliances.....	37
Personal Safety.....	37
Security.....	38
Lock Out Policy.....	39
Single Point Entry.....	39
Exterior Door Card Access.....	39
Room Door Access.....	39
Bathroom Locks.....	39
North Campus Gate.....	39
Southeastern ID.....	40
Video Surveillance.....	40
University Police Department.....	40
Impersonation of a University Housing Official.....	41
Solicitation and Private Enterprise.....	41
Visitation and Overnight Guests.....	41
Overnight Guests.....	41
General Guest Policies.....	42
University Rights Reserved.....	42
Weapons.....	43
Additional Policies, Standards, and Regulations for Greek Village Residents.....	43
Housekeeping.....	43
Trash.....	44
Safety and Security.....	44
Dismissal and Resigning from On-Campus Housing.....	44
Interim Suspension.....	44
Disciplinary Action for Residents.....	45
Complaints and Charges.....	45
Preliminary Administrative Disciplinary Conference.....	46

Hearing Involving a Hearing Board.....	46
Return To Housing From Medical Or Behavioral Treatment.....	47
Maintenance Needs.....	47
Repairs.....	47
Requests For Summer Improvement Projects in Greek Village.....	47
Internet.....	48
Programming.....	48
Helpful Hints About Your Roommates.....	48
Receiving Mail On Campus.....	50
Housing Contact Information.....	50
Visit Us on Social Media.....	50
Important Phone Numbers.....	51
Emergency.....	51
Residential Community.....	51
Resident Assistant On Duty.....	51
Maintenance.....	51
Academic Support.....	51
Student Services.....	52
Campus Services.....	52

Welcome to University Housing at Southeastern Louisiana University!

Welcome

University Housing at Southeastern Louisiana University provides a convenient and comfortable living environment for residential students. Living on campus is a great way to meet other Southeastern students and get involved on campus. Our residence halls, apartments and Greek Village offer more than a place to sleep or study - they offer community, connections to Southeastern and Hammond, and an ethic of care.

You will meet students from all over the world. Many have vastly different backgrounds, but often share similar goals: to succeed academically, to discover their on-campus community and to learn more about themselves and others.

As a resident student at Southeastern, you have the opportunity of independence and privacy, while enjoying proximity to classes and activities, and the support and services provided by the University Housing staff. Our staff is dedicated to providing a safe and comfortable living environment for all students.

Through programs and special activities, University Housing provides students with a robust residential experience. You will develop many meaningful friendships, find study partners, experience differing value systems and roles, and broaden your knowledge of the world around you.

This guidebook represents an overview of the rules, policies, and regulations for all students residing on Southeastern's campus. There are many points of interest, so residents are encouraged to direct any questions to the University Housing staff, refer to the University website, check your university email account daily, pay attention to notices posted in the residence halls, organizational houses, and apartment common areas, and other university publications including The Lion's Roar, Student Handbook, and University Catalog.

Mission Statement

Our mission is to provide a quality living environment for our residents which will enhance their educational, social, and personal growth at the most reasonable cost, while providing friendly and efficient service in our safe and well-maintained facilities.

An Introduction to the University Housing Office

University Housing is a department within Auxiliary Services and the Division of Administration and Finance. Our facilities consist of eleven residence halls, organizational houses, and Southeastern Oaks Apartments. These facilities house approximately 2,600 residents.

Our contemporary residence hall facilities provide all modern amenities; including climate control, wireless internet, and moveable furniture. Our organizational houses are offered to campus-recognized Greek organizations, and all feature an organizational parlor, climate control, and internet. Southeastern Oaks apartments house upperclassmen residents who have completed 30 credit hours of coursework and maintain a minimum 2.3 GPA. Two or four bedroom options are available, all featuring fully functional kitchens, climate control, and wireless internet. All residential facilities come furnished and Southeastern is a tobacco-free campus.

Public areas of the residence halls are maintained daily by contract custodians to ensure a clean environment; residents are encouraged to assist with keeping their home litter free.

All facilities are supported by the University Physical Plant Services for maintenance concerns. Students may report maintenance problems online or to a 24-hour phone line, FIXX or (985)549-3499, as well as reporting emergencies to University Police, (985) 549-2222. Internet issues should be reported during normal business hours to Dorm Tech at (985) 340-8324.

University Housing effectively meets the educational, emotional, and personal needs of its residents through a myriad of residence life programs offered throughout the year, as well as a variety of activities and lectures provided through the Division of Student Affairs and various academic departments. We partner with other campus offices such as Student Accessibility Services, Multicultural and International Student Affairs, Academic Departments and the University Health Center to meet students' needs and connect them with appropriate resources. The philosophy, goals, objectives, types of programs, and performance standards for all activities and programs are conducive to the growth and development of the student.

University Housing Staff

The University Housing Staff consists of professional administrative staff and student staff, supported by maintenance personnel, custodians, grounds keepers, and the resources of the entire university community.

Area Coordinator

The Area Coordinator is a full-time professional staff member in the University Housing department. The Area Coordinator is responsible for the management and supervision of multiple residential areas including all student staff assigned to those areas. Their role is to ensure the day-to-day operations of their residential communities are conducive and supportive

of the educational goals of each resident including serving as hearing officers for student conduct cases in their areas.

Resident Assistant

The first staff member you will meet will most likely be your Resident Assistant (RA). There is an RA assigned to each residence hall floor, as well as each section of Southeastern Oaks apartments and the Greek Village; he or she is there to assist you whenever possible. Each RA is selected for their leadership, experience, training, scholarship, and desire to help students. The RA is usually an upperclassman or a graduate student who is familiar with the campus and our on-campus residences.

As a member of the University Housing staff, the resident assistant has a variety of responsibilities. Your RA serves as a great resource person to direct you to professional staff for further assistance with specific challenges you may face as a student.

The RA is responsible for working with the Area Coordinator and University Police in developing an effective method to address and help all residents adhere to floor, hall, and university regulations.

House Manager

The House Manager is a member of an organization residing in Greek Village who serves as a liaison between their organization and University Housing. The House Manager coordinates check-in and check-out for their house and ensures that changes to the floor plan are communicated to University Housing. The House Manager also assists the Resident Assistant in conducting Health and Safety Inspections, reports maintenance issues as they arise, and meets regularly with the University Housing staff. The House Manager is required to attend mandatory training each semester presented by University Housing.

For more information about our staff, visit the [staff page](#) on the University Housing website at southeastern.edu/housing.

State Board Policies

Requirement to Live on Campus

All unmarried, full-time, undergraduate students, with less than 60 hours, regardless of age or whether or not they have been emancipated, are required to live in on-campus residencies as long as space is available.

Students who are residing with parents, legal guardians, close relatives (defined as grandparents, married brother, married sister), or hardship cases as established by the Board of Trustees for State Colleges and Universities may be exempt from the on-campus residency

requirement. Forms for making applications for consideration of exemption from the on-campus residency requirements may be obtained from the Office of the Vice President of Student Affairs. Forms must be returned to the Office of Student Affairs at least 25 days prior to the first day of registration for a semester in order to ensure full consideration before registration. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester.

Students found violating the policy as stated above will be required to move into an on-campus residence and pay room rent plus an administration fee for the semester in which the violation occurred. Refusal to do so will result in disciplinary action. When a student is granted permission to reside off-campus, the University assumes no responsibility for the living arrangements and supervision of that student.

Title IX

Southeastern Louisiana University is committed to creating and maintaining an educational community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of sexual misconduct. Every member of the University community should be aware that the University prohibits sexual misconduct, including but not limited to sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual misconduct, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

This policy applies to all University employees and students. This policy prohibits sexual misconduct committed by or against students, faculty, staff, or third parties. This Policy applies to sexual misconduct on University premises; at University-affiliated educational, athletic, or extracurricular programs or activities that have an adverse effect on the education or employment of a member of the University community; or that otherwise threatens the health and/or safety of a member of the University community.

How to Report

If you or someone you know has experienced sexual harassment, sexual assault, intimate partner violence, or any other forms of sexual misconduct, the university strongly encourages you to report. Reporting the incident means that you have choices to make about what the next steps look like. For some people, reporting is to ensure that your experience is recognized; for others, reporting is a means to get the support you need to feel safe and healthy; or, reporting can be a way to initiate our conduct process because you want to hold whomever harmed you accountable for their behavior.

If you choose to disclose to any reporting platform below (those that are not listed as confidential resources), this is what you can expect from Southeastern.

- The report will be forwarded to the Title IX or Deputy Title IX officer, who will reach out to you to offer support and make you aware of available resources. This person will also explain the Southeastern conduct process. You choose whether to proceed forward with a conduct or a criminal case.
- There are some instances where the information you share is so serious that the university needs to move forward without your participation because there is a threat to the campus community. The University will make you aware of this decision.

Below is more information on where you can turn to report incidents of sexual misconduct:

University Police Department

Southeastern students may report an incident of sexual misconduct directly to our own Southeastern Louisiana University Police Department. Filing a police report does not obligate the reporting party to continue with criminal proceedings or disciplinary action. If you have experienced sexual violence outside of the Hammond area but want to connect with law enforcement, Southeastern UPD can help connect you to the appropriate authorities.

University Police Department
Tel: 985-549-2222 Email: police@southeastern.edu

Hammond Police Department
Emergency: 911 / Non-Emergency: 985-277-5000

The Office of Student Advocacy and Accountability

When a student is accused of sexual misconduct, regardless of the status of the alleged victim (i.e., another student, a faculty member, etc.), the relevant student disciplinary procedures set forth in the Student Conduct Code ([www.southeastern.edu/ code](http://www.southeastern.edu/code)) shall constitute the formal investigation process. Any student victim of sexual misconduct may request disciplinary action by the Office of Student Advocacy and Accountability with or without filing a police report. The Office of Student Advocacy and Accountability may impose interim actions such as a no contact order or an interim suspension to protect the safety of the victim. The Office of Student Advocacy and Accountability extends additional rights in disciplinary procedures to victims of Sexual Misconduct which can be found at www.southeastern.edu/code.

Office of Student Advocacy and Accountability
Mims Hall, Rm. 207
Tel: 985-549-2213 Email: osaa@southeastern.edu
Report it: southeastern.edu/reportit

Title IX Office

Any incident of sexual misconduct can be brought to the attention of the Title IX Officer. Although the University strongly encourages reporting sexual misconduct to the police, a

complainant may request administrative action by the Title IX Officer with or without filing a police report. The Title IX Officer can grant interim accommodations such as changing academic, living, transportation or working situations.

Title IX Coordinator: Gene Pregeant
Tel: 985-549-5888 Email: gpregeant@southeastern.edu

Deputy Title IX Coordinator: Dr. Gabe Willis
Tel: 985-549-2213 Email: gabe.willis@southeastern.edu

Title IX Specialist: Yazmyn Smith
Tel: 985-549-5351 Email: yazmyn.smith@southeastern.edu

Responsible Employee

An individual may report alleged sexual misconduct to a Responsible Employee or any employee serving in an administrative role at the University. Responsible Employees must report the incident to the Title IX Officer. No employee is authorized to investigate or resolve complaints without the involvement of the Title IX Officer. Responsible employees shall include all administrators, unclassified staff, and Resident Assistants.

Anonymous Reports

Anonymous reports can be made at: http://www.southeastern.edu/admin/police/anonymous_reporting/index.html. Individuals who choose to file anonymous reports are advised that it may be very difficult for the University to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes and shall be forwarded to the Title IX Officer.

Confidential Resources

Confidential resources will not share the information you disclose unless you provide permission. Southeastern Louisiana University has two offices that are designated as confidential resources. They are below:

University Counseling Center
Tel: 985-549-3894 Email: slucc@southeastern.edu

University Health Center
Tel: 985-549-2242 Email: health@southeastern.edu

Even if you do not report the incident to law enforcement or choose to participate in a university investigation, you can still access medical care, counseling, and other support from the university by notifying the Title IX coordinator, Deputy Title IX Coordinator, or the Office of Student Advocacy and Accountability.

Applying to Live on Campus

Eligibility

Students applying to live on campus for the first time must meet the following criteria:

- New students must be fully admitted to the University in order to access the application.
- Only regular enrolled, full-time, unmarried students are eligible to live on campus without special permission.
- Students not enrolled full-time may be granted special permission from the Director of University Housing to reside on campus.

Students who are re-applying to live on campus must meet the following criteria. This does not apply to new freshmen applying for the first time:

- Residents must have a 2.0 overall GPA at the time of application to the residence halls and organizational housing.
- All residents must maintain a 2.0 overall GPA to remain in the residence halls and organizational housing.
 - Apartment residents must have a 2.3 overall GPA and sophomore standing at the time of application, and must retain a 2.3 overall GPA to remain in Southeastern Oaks Apartments.
 - Honors residents must have a 3.0 GPA to remain in the Honors residence halls.
- Students who do not meet these criteria may file an appeal with the University Housing Academic Standards Committee (see Academic Standards section below for more information).

Accessing the Housing Application Portal

1. Visit southeastern.edu/housing.
2. Click “Apply.”
3. Follow the steps to obtain your Southeastern Webmail username and password if you have not already.
4. Log into your Southeastern Webmail account.
5. Click the Google Apps Icon in the top right-hand corner of your Southeastern Webmail account.
6. Scroll through the drop down menu and select the StarRez PortalX Icon. You will be redirected to the Housing Portal.
7. Click on “Apply for Housing” and select a term to start or continue with your housing application.

Applications for University Housing must be submitted via this portal and must be accompanied by the processing fee (\$100) and prepayment (\$300) in order to be considered complete.

Student Classifications

New Applicants

New Applicants are defined as any student who is not currently a resident of University Housing.

Returners / Greek Returners

Returners/Greek Returners are defined as any student (regardless of classification) who currently resides in University Housing.

Application and Prepayment Fees

Housing applications require a prepayment of \$300 to cover all housing types (single, double, apartment, and organizational housing). A non-refundable processing fee of \$100 will be required for all applications submitted by new students and from returning residents applying after the stated deadline. The late fee of \$50 will apply to applications submitted after the deadlines.

All applications for residence halls and apartments must be submitted by June 15th for the Fall semester, November 15th for the Spring semester and May 15th for the Summer semester. Applications received after these deadlines must include a processing fee, a \$50 late fee, in addition to the prepayment.

A student's application is considered complete and eligible for assignment when the student has been fully matriculated to the University, the online housing application has been submitted via the Housing Portal, and the processing fee and prepayment fees are remitted. Once all of these actions are complete, the student is eligible for roommate matching and room self-selection or auto assignment(dependent upon completion date of application).

The processing fee is a one-time fee as long as the student's application status remains current and applications are submitted by deadlines. Current residents who want to remain in University Housing for the 2023-2024 Academic Year must reapply online during the Reapplication Campaign, which will be announced after the start of the Spring 2023 semester.

Residents already residing on campus (returners) must apply for the next agreement term while they are a current resident "in room" to avoid repayment of the \$100 processing fee. If a resident completes a checkout from their room before reapplying, they will have to pay the \$100 processing fee.

All **Greek Returners** and **Greek New Applicants** must submit a \$300 prepayment for the fall term. If a Greek Returner resides in Greek Village for the fall term and submits an application for the spring term prior to the end of the fall term, the resident will not be required to submit a \$300 prepayment or application fee.

Dates of roommate matching and room self-selection will be announced; residents with complete applications by the stated deadline will participate. Students completing after the deadline will be auto assigned considering preferences and space availability.

If a returning resident does not complete the online application for the Fall 2023 semester and/or does not remit payment by the stated deadline, the resident will lose their returning resident priority over new applicants for the Fall 2023 semester. Returning residents must submit applications by the May 15th deadline for summer, June 15th deadline for fall, and November 15th deadline for spring to avoid payment of the late fee.

Residents are charged on a semester basis for residence hall and apartment space. Housing payments are due along with all other charges by the university fee payment deadline. Rates are set for each academic year and must be paid by the appropriate deadline to avoid removal from University Housing. Fee bills are not mailed by the University and are to be accessed online through LEONet.

Greek Village Resident Agreements

Students residing in organizational houses in the Village are assigned for six month agreement periods. Due to annual maintenance, University Housing may require residents to vacate the building for a period of time between the spring and fall semester (during regular summer semester).

Meal Plans

All residents (other than those living in Southeastern Oaks) are required to purchase and retain a full meal plan (not including commuter meal plan) during the academic year. The default meal plan is chosen for students who do not indicate a meal plan choice. All mandatory, residential students who choose a meal plan in the fall semester will automatically be assigned the same meal plan for the following spring semester in the same academic year. All students have until the Fee Payment Deadline to make meal plan changes in LEONet or by the second week of classes through Dining Services (985-549-2286).

Greek residents under 60 hours of coursework are required to purchase a meal plan during the academic year. The default organizational meal plan is chosen for students who do not indicate a meal plan choice. All students have until the Fee Payment Deadline to make meal plan changes in LEONet or by the second week of classes through Dining Services (985-549-2286).

Academic Standards

All Residents

All residents living in residence halls or organizational housing are required to maintain a 2.0 overall grade point average or earn a 2.0 GPA on 12 credit hours or more from the previous semester's coursework.

Southeastern Oaks Apartments

Residents living in the Southeastern Oaks Apartments are required to maintain a 2.3 overall GPA or earn a 2.3 GPA in 12 hours or more from the previous semester's coursework.

Honors Residents

Honors residents must have a 3.0 GPA to remain in the Honors residence halls.

Failing to Meet Academic Standards

Residents are contractually obligated to reside in on-campus housing for one year (consecutive Fall and Spring semesters), including residents that are below the 2.0 GPA requirement and/or part-time status. Failure to meet academic standards does not negate the residents contractual obligation to reside on-campus for one year.

Residents below the minimum grade point average may participate in the Fall reapplication process if the current end-of-term grade point average meets or exceeds the minimum grade point average required, or if the student submits a housing academic appeal during the designated time frame and receives approval of the appeal.

Additionally, these residents are strongly encouraged by University Housing to apply for summer semester Housing and enroll in summer courses in an effort to increase their grade point averages. Please discuss Summer Smart courses with your Academic Advisor.

Applicants from the Fall Waitlist

Applicants who are placed on the Fall Waitlist and do not meet the minimum grade point average following the conclusion of the Fall semester may still be booked into a room assignment if space is available. These students will also be required to complete an academic intervention plan and follow the same requirements described above.

Students will receive notification from the University if they are placed on academic suspension and will be given instructions on filing an appeal. If the resident does not appeal, the student must be checked out by the stated housing semester deadline. Possible charges for late check outs include: \$250 improper check-out fee; a daily room rate until the student is checked out;

damage or key charges; and a \$300 disposal fee if property is not removed. The University will not be responsible for any damage or loss of property during the process.

If the student's academic appeal is denied for the spring semester, the student must be completely moved out of their on-campus housing assignment. If items have not been removed by the deadline, University Housing will remove them and will not be responsible for any lost or damaged items during this process. Failure to remove items will result in additional charges.

Mid-Year Buyout

Residents are contractually obligated to reside in on-campus housing for one year (consecutive Fall and Spring semesters). Students living in University Housing during the Fall Semester are obligated to remain in housing through May commencement.

If a student wishes to terminate their 2023-2024 Academic Year housing agreement at the end of the Fall 2023 semester, they MUST submit the Agreement Buyout Online Form to indicate the reason for the cancellation. This must be completed by Friday, December 8, 2023. All students not returning to University Housing for the Spring 2024 semester will be assessed a \$750 buyout fee. Exceptions will be made for students who do not enroll in classes during the Spring 2024 semester or are graduating in the Fall 2023 semester.

Additional exceptions of the mid-year buyout fee will be considered for students who provide documentation. Exceptions will be reviewed for the following reasons:

- Graduation at the end of the Fall semester
- Marriage (copy of certificate required)
- Medical condition (Medical or mental health professional statement and verification required)
- Active military induction (copy of orders required)
- Withdrawal from Southeastern for the remainder of the University Housing agreement-Spring 2024
- Academic Suspension

After submitting the Agreement Buyout Form, documentation can be sent via email, fax, or mail. Requests by phone to cancel are not considered valid and will not be accepted. The deadline to submit a request to waive the mid-year buyout fee is Tuesday, January 2, 2024. Requests submitted after this deadline will not be reviewed. The mid-year buyout fee will be assessed to all students without an approved waiver of the buyout fee; the fee will be posted to the spring semester invoice.

All students not returning for the Spring 2024 semester MUST be properly checked out of their rooms by Friday, December 8, 2023. Students not correctly checked out by this date will be charged a \$250 improper check-out fee (no exceptions). Students who are not properly checked out will also be assessed a daily room rate based on the price of their room for each

day after the December 8, 2023 deadline that they remain in housing unless they have made prior arrangements with the University Housing staff.

Students who do not properly cancel and check out of their Fall 2023 assignments may be charged the full room rate for the Spring 2024 semester. Once Spring 2024 classes resume, room rates for students canceling for the Spring 2024 semester will only be removed at the discretion of University Housing.

Summary of Potential Fees for Mid-Year Buyout

- Buyout fee - \$750; deadline to submit waiver Tuesday, January 2, 2024
- Improper Check out fee - \$250; must be checked out by December 8, 2023
- Daily Room Rate - assessed for each day student is not properly checked out starting the week residence halls reopen to students for Spring 2024; based on current room rate
- Student Belongings Storage / Disposal fee - See Abandoned Property Policy
- Lost Room Key - \$50 per key
- Cleaning Fees (if applicable)
- Lock Change- \$100 per lock (if student does not return keys).
- Damages – will be determined by Housing staff

If a student wishes to terminate their housing agreement after they have checked in to their assignment, they must put their intent in writing to universityhousing@southeastern.edu.

Once University Housing receives the resident's request to terminate the agreement, the student has 48 hours to vacate the residential facility by completing a proper checkout (see checkout instructions for more information). Once a student has checked into the room, NO CREDITS will be issued for any unused portion of the student's room rate.

Reapplication

Students living in University Housing during the Spring semester will be given instructions on how to reapply for the 2023-2024 agreement term. Students will be notified of meeting dates and times where staff will review the process and give out information on how to reapply for housing. All returning students will be required to go through the reapplication process, as well as submit the \$300 prepayment online and must be pre-registered for the Fall 2023 semester. Residents wanting to return to housing must complete the online application and submit the prepayment by the stated deadline to be given priority over new students.

Returners residing on campus must apply for the next agreement term while they are a current resident "in room" to avoid paying the \$100 processing fee. Once checked out, a resident is no longer considered a current resident, therefore the application will be considered new and all applicable charges will apply.

Returners who complete the online housing application after the published deadline will be assigned via auto allocation method. Auto allocation considers the preferences listed on the student's application. This is not a random assignment. Space is not guaranteed to returning students who do not remit their Fall prepayment by the May deadline. If a returning resident submits an application after the June 15 deadline, a late fee of \$50 will be assessed along with the \$100 processing fee. Students will be provided with details on the reapplication process during the Spring semester.

Reapplication to Organizational Housing

Students living in organizational housing will be given instructions on how to reapply for organizational housing for January 1st through June 30th, 2024, during the fall semester. Students will be notified of meeting dates and times where staff will review the process and give out important information on how to reapply for housing.

All Greek Returners will be required to go through the online application process for the Spring 2024 Greek Only Term, as well as submit the prepayment to the Controller's Office and must be pre-registered for the Spring 2024 semester. Residents wanting to return for July 1 - December 31, 2024, must complete the reapplication form online by the designated deadline and submit the online prepayment. Residents who do not apply or pay by the deadlines will be assigned based on space availability. Space cannot be guaranteed to returning students who do not remit their Fall prepayment before May Commencement. If a returning resident submits an application after the June 15th deadline, a late fee of \$50 will be assessed along with the \$100 processing fee. Greek Returners residing in Greek Village must apply for the next agreement term while they are a current resident "in room" to avoid being charged the \$100 processing fee. Otherwise, students are considered "new applicants" and will be charged the \$100 processing fee.

Greeks Reapplying to Southeastern Oaks / Residence Halls

Residents who reside in organizational housing but wish to relocate to Southeastern Oaks or a residence hall at the end of a semester must complete the reapplication process as well. These residents should notify their House Managers in October for the Spring semester and March for the Fall semester of their intentions in addition to completing their own reapplication process. The House Manager can then communicate these needs to the University Housing staff coordinating the assignment process.

Room Credit Policy

The housing application processing fee (\$100) is non-refundable. Credits of the processing fee are only granted if the student is not offered an assignment by the 15th class day of each semester. The late processing fee (\$50) is excluded.

The housing prepayment is refundable if a request to cancel is made in writing prior to June 15th for the Fall semester and November 15th for the Spring semester or if the student is not offered an assignment by the 15th class day of each semester. After these dates, prepayments are non-refundable.

If a student resigns from the University (withdraws from all courses), the student will be given credit as per the fee schedule set by the Controller's Office, less the housing application processing fee.

No credit for room charges will be given to any student resigning after the fifteenth class day (full summer session-eighth class day). A student who cancels their housing assignment after checking in and does not resign from the University is not eligible for a room credit or refund of any of the room charges (processing fee, prepayment, room charge).

NO REFUNDS or PRORATED REFUNDS are given for DISCIPLINARY REMOVAL from on-campus housing.

Housing Agreements

Returning students who complete the online housing application by the published deadline will be allowed to participate in room self-selection and will receive an email confirmation of their lottery timeslot. Returning residents who complete the online application after the published deadline will be assigned via the auto assignment method considering the preferences listed in their housing application. Greek residents are assigned by the floor plan submitted by the organization.

Assignments will be based on space availability. Returning students who apply after the published deadline will lose their returning resident priority and will be assigned via the auto assignment method along with new applicants. Preferences will be considered, however, assignments will be based on space availability.

The room/hall assignment is for the full academic year. Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of the semester, to request an assignment to another residence hall or apartment. After this period, all residents must meet their Resident Assistant and/or Area Coordinator to discuss their request for room changes.

Males and females will not be assigned to the same room or apartment. Students are assigned based on the gender registered at the University.

University Housing does not guarantee assignment to a particular type of accommodation or final admission to the university. Building, room, and roommate preference may be denied based on available space.

The University reserves the right to change the room assignment of any student, to deny residence to any student, or dismiss a student from on-campus housing at any time such action is deemed necessary, for the best interest of all concerned.

If you are classified as a sex offender or placed under active supervision by any jurisdiction pursuant to a sex offense, you are required to notify the University Housing Office immediately and vacate the residential facility within 48 hours.

If a student moves from one on-campus residence to another and has a vehicle registered with Transportation Services, the student must verify with Transportation Services that the proper parking decal is being used. Transportation Services will charge a minimal fee for any replacement decal issued.

Rooms may be occupied only by students to whom they are assigned and may not be sublet to another person. The University reserves the right to require a student to share a room with a roommate. Shared rooms are to be occupied by 2 persons (with the exception of designated triple occupancy rooms) of the same biological gender. In case one of the occupants does not claim their assigned space or moves, the student who remains agrees to accept another roommate, or may be required to move to another shared room/apartment upon request (“consolidation”).

Checking In

Each resident will be informed of the date, time, and location for checking into their room assignment. Rooms may be occupied ONLY by students to whom they are assigned. Please note that check-in procedures for Move in Mane-ia will be communicated via your Southeastern email. Procedures for check-ins that take place outside of Move in Mane-ia are subject to change as deemed necessary. At check-in, a University Housing staff member will:

- Issue the resident a room key and/or activate permissions on their student ID.
- Have the resident sign confirming that they are checking in
- After checking in, the resident will be able to log into their Housing Portal to review their electronic Room Condition Report (RCR).
- Residents will have 24 hours to review their RCR.
- Upon logging in to their Housing Portal, residents will see a tab at the top of the page that reads “Room Condition Reports”.
- Upon clicking that tab, residents will see an RCR for the bedroom, and any shared spaces.
- By each space, residents will see a button that reads, “Review”.
- Upon clicking review, residents will see the inspection details completed by the Resident Assistant.
- Residents will need to review the comments left by their Resident Assistant.
- Residents will then need to review their space for any damages not listed by the Resident Assistant.

- If any additional damages are found and were not listed by the Resident Assistant, click on “More Information” on the particular item and add your comments.
- If no additional damages are found, leave comment sections blank.
- After reviewing the space and adding comments, click accept on each item.
- Scroll to the bottom of the page and click save review.
- After completing your review, you will be able to review your RCR in the Housing Portal, but will be unable to add any changes.
- Any RCRs not completed by the residents after 24 hours, will be processed as is. Residents may be liable for any damages not noted on the RCR.

Residence Hall Change or Room Change Request

Non-Organizational Housing Hall or Room Change Request

The room/hall assignment is for the full academic year. Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of the semester, to request an assignment to another residence hall or apartment. After this period, all residents must meet their Resident Assistant and/or Area Coordinator to discuss their request for room changes. If the re-assignment is approved, the resident must pay any difference in room costs prior to checking-in to the new assignment. Once fees are paid, no credits will be issued (see Credit Policy). The resident has 48 hours to complete the move and check out of their current assignment. A cleaning fee may be assessed if the room is not cleaned prior to checkout.

Students must abide by the 48 hours move policy even if the re-assignment was one of facility necessity and not by choice of the resident. Students extending past the 48 hour deadline may be subject to a daily room rate charge for occupying 2 spaces.

Organizational Housing Hall or Room Change Request

Greek residents may request a change in assignment type (i.e. double to single, single to apartment, Greek to shared, etc.) by submitting a request via email to universityhousing@southeastern.edu. Greek residents requesting to move out of organizational housing must receive prior permission from the organization/house manager. Requests of this nature will only be accepted via email and fulfillment will be based on availability. If the reassignment is approved, the resident must pay any difference in room costs prior to checking-in to the new assignment. Once fees are paid, no credits will be issued (see Credit Policy). The resident has 48 hours to complete the move and check out of their current assignment.

Students must abide by the 48 hours move policy even if the reassignment was one of facility necessity and not by choice of the resident. Residents will not be able to switch rooms in organizational housing from Fall to Spring semester unless approved by University Housing.

Winter Break Schedule

All on-campus housing, with the exception of Taylor Hall, Greek Village, and the Southeastern Oaks Apartments, will be closed beginning Saturday, December 9, 2023 – Tuesday, January 9, 2024. Halls will reopen for residents on Wednesday, January 10, 2024. All residents who are eligible to stay through the Spring semester will be permitted to keep their property in their room during the break. During this period of time, students will not have access to their room unless they live in one of the above areas. All building exterior doors will be secured. Residents will be informed of closing procedures via email.

Interim Schedule

All on-campus housing is open during Fall Break, Thanksgiving Break, Mardi Gras, and Spring Break. While halls are open, be advised that dining services are limited.

Summer interim housing is available on a limited approved basis; a daily room rate will be charged for housing during this time frame. Requests for summer interim housing must be submitted via email to universityhousing@southeastern.edu.

Checking Out

Checkout procedures are subject to change as needed. Updates will be communicated to students regarding checkout procedures via their Southeastern Webmail and will be posted by their Resident Assistant at the end of the Spring 2024 semester.

1. Each resident is responsible for scheduling a check-out time with their Resident Assistant unless told otherwise by University Housing.
2. The resident will have the room in good order and sweep before the Resident Assistant arrives to check the room. All personal items must be removed.
3. The Resident Assistant will review the Room Condition Report completed during check in and will assess any damages in the room. Room keys must be returned at this time to avoid charges for lost keys.
4. The Resident Assistant will post damages and any key charges to the RCR. Both the Resident Assistant and the student will sign the check out portion of the RCR.
5. Any resident who does not check out properly during a scheduled time with the Resident Assistant will be charged \$250.00 for an improper checkout and will waive any right to contest any damages or additional charges posted to their university account.
6. Residents may be given the option to complete an Express Checkout if living in an eligible area. This option requires the resident to turn in keys directly to the University Housing Office. The resident waives the right to contest any damages or additional charges after the room is checked by a Resident Assistant.
7. All charges are posted to the student's university account (LEONet). The student may pay these charges during registration or anytime at the Controller's Office or online

(LEONet). Any debt owed to the University must be paid in full before transcripts or grades are released. Your debt may be sent to a collection agency for collection of payment.

General Guidelines for Checking Out

Please remember the following when you prepare to check out of your space:

- all personal belongings and non-University furniture removed from room
- room should be clean and furniture placed back into the original configuration
- beds should be fully raised
- all AC units should be set to 69 degrees

Inspections for Damages

RAs will check the following items in your room for any additional damages not caused by everyday wear and tear:

- Ceiling for items such as glow stickers, thumbtacks, posters, etc.
- Carpet for stains, rips, burns, etc.
- Tile for broken or missing pieces, discoloration, stains, etc.
- Walls for holes, painting, stickers, nails, tape, posters, thumbtacks, wallpaper, etc.
- Modifications or additions to the living area such as; built in shelving, mirrors, hooks, etc.
- Overall cleanliness of the room and disposal of all garbage
- Furniture for missing items or broken items, or furniture rearranged.
- All furniture must be returned to the original configuration and leveled.
- HVAC unit for working order, parts missing and not blocked by furniture.
- Windows/Mini-blinds
- Doors
- Mattress for quality, holes, stains, etc.
- Appliances (Please ensure all appliances are cleaned.)
- All cabinet drawers and doors to make sure they are empty.
- Bathroom in suite for cleanliness, additions, damages, etc.
- Anything else visible

Failure to follow proper checkout protocol may result in an improper check out fee of \$250.

Inspections for Cleaning

If the space is not clean at the time of check out, one or both residents will be charged a cleaning fee. Please ensure to complete the following:

- Sweep and mop the room (move furniture)
- Dust all furniture and baseboards
- Dust blinds
- Dust furniture tops
- Wipe down inside furniture

- Dust window ledges
- Clean the mirrors
- Clean the bathroom, tub, toilet (leave no rings), baseboard, floor, basin, etc.
- Remove all trash from the room

Do not place furniture outside of the room while cleaning, and do not drape any carpets or other items over exterior railings of the residence halls or apartments.

Damage charges may be assessed to both occupants unless one claims the damage. Damages include, but are not limited to; neglect, misuse, use of incorrect or unauthorized cleaning materials, vandalism, etc. Students residing in shared spaces are expected to communicate regarding cleaning of the room for check out. If the space is not clean at the time of check out, one or both residents will be charged a cleaning fee.

Residents leaving after the Fall semester must make an appointment with their Resident Assistant to check out. All personal items of the departing resident must be removed from the room before the Resident Assistant is able to complete the check-out process. The same procedures listed above will be followed for a student checking out after the Fall semester.

Policies, Standards, and Regulations

Students are responsible for complying with all policies and regulations as set forth by Southeastern Louisiana University. Before checking into University Housing, students should read and familiarize themselves with the Student Code of Conduct as well as the policies and regulations outlined in the University Housing Resident Guidebook. The Student Code of Conduct can be viewed at southeastern.edu/code. For additional information regarding the Student Code of Conduct Standards contact the Office of Student Advocacy and Accountability at (985) 549-2213.

Students are expected to conduct themselves in a manner which supports the educational mission and functions of the University, as well as to comply with all federal, state, and local laws, and all applicable University policies.

The University does not attempt to define by normal rules every action that is forbidden. In situations not covered by specific regulations or policies, a student should use common sense and be sure that their conduct is, at all times, consistent with that expected of a mature, responsible individual who has high ethical standards.

It is each student's responsibility to keep informed and comply with the Student Code of Conduct, the University Housing Resident Guidebook, and other published rules and policies.

Any student found to have committed an act of misconduct, including but not limited to violating the following policies, standards, and regulations, is subject to restorative action.

Abandoned Property

Personal property left in the resident's room or common area at the end of the contract period or after the termination of the housing contract will be packed into eighteen (18) gallon storage crates, labeled, and stored for ten (10) business days. The ten day storage period begins on the next business day after items have been removed.

Refuse, including perishable and non-perishable food items, will be disposed of immediately.

A fee of \$50 per crate will be charged to the resident's account for the removal and storage of personal property. Items that do not fit into storage crates, such as televisions and refrigerators, will be considered an oversized item and incur an additional \$50 charge per oversized item. At the close of business on the tenth business day, the property will be considered abandoned and discarded.

The resident will receive email notification the same day that personal property has been removed from their room. An additional email will be sent on the fifth day of the storage period. A final email will be sent on the final day notifying the resident that their items have been disposed of.

If a resident needs to pick up their property later than ten business days, they may email universityhousing@southeastern.edu within the ten day storage period to request an extension of the storage period. The email should include the student's name, W number, room assignment, and the reason they are requesting an extension. The department will consider the request on a case by case basis and notify the resident via email of the outcome of their request.

If a resident is unable to retrieve their property themselves and wishes for someone to do it on their behalf, the resident must email universityhousing@southeastern.edu and give the department permission to release the property to their requested party. The email should include the student's name, W number, room assignment, the full name of the party retrieving the property on their behalf, and the requested date and time that the party would be retrieving the property. The party collecting property on behalf of the student must present photo identification in order to retrieve the property.

University Housing's storage crates may not be used to bring property from the storage area to the resident's vehicle. Residents are encouraged to bring materials with them for packing and removing their items from the storage area.

The University is not liable for damage or loss of any abandoned property on its premises. It is highly recommended for residential students to purchase renter's insurance. The University is not responsible for damages (water, mildew, smoke, etc.) or theft of resident student's property. See the Renter's Insurance - Property section of the Resident Guidebook for more information.

Abuse of University Housing Property

Abuse of University Housing Property includes but is not limited to the following:

1. Failure to properly dispose of excess trash or refuse.
 - a. The University reserves the right to charge for excess trash in either a resident's room or in a common area (interiors and exteriors) equally to all residents, if individuals involved are not identified. Reasonable attempts will be made to identify the individuals involved before a group billing process will be initiated.
2. Malicious misuse, destruction, or defacement, and/or neglect of University Housing property.
3. Tampering with or misusing telecommunications equipment, computers, or other technology.
4. Attempted or actual theft of, or unauthorized possession of, University property (including the possession of property that can reasonably be determined to have been stolen from the university, another person, business, or organization).
5. Removal of furniture from a lobby or common area.
6. Unauthorized use of any University Housing premises, including any bed space and/or accompanying furniture not currently assigned to a resident.
7. Unauthorized use of University Housing names and images.
8. Possession or display of items which are inconsistent with accepted standards, including but not limited to signs or articles which might have been picked up inappropriately (street signs, etc.) or those in poor taste are considered inconsistent with University policy.
9. Storage of a bicycle or similar transportation device in any space other than a bicycle rack.

Alcohol

Unauthorized or illegal use, possession, manufacturing, distribution, or sale of alcohol; public intoxication; operating a vehicle or other mode of transportation under the influence of alcohol; or any violation of the University's Alcohol Policy (see the Student Alcohol Policy) is prohibited.

Residents of Southeastern Oaks Apartments who are 21 years of age or older are permitted to possess and/or consume alcohol within their individually assigned bedroom space within the apartment. Alcohol may not be consumed in common areas of the apartment unless all residents of the apartment are 21 years of age or older.

Containers and/or paraphernalia that promote a high quantity or quick consumption of alcohol (i.e., kegs, funnels, etc.) are prohibited in all on-campus housing facilities.

Empty or unopened alcohol containers are prohibited in all on-campus housing facilities with the exception of Southeastern Oaks where the resident is at least 21 years of age or older.

The use of alcohol containers as room decoration is prohibited.

Decorating and Furnishing Your Room

General Decoration/Furniture Policies

Students may not display anything in their window facing the outside of the residence hall/apartment, including any type of window cover other than the blinds that are furnished in the room. Blinds should remain down for safety reasons (can be opened but not raised). Excessive clutter which impedes exit/entry to a room should be removed.

A single, plastic over-the-door hanger is permitted. No other items may be used to hang items from doors. The exterior door face and door frame should be free of all decoration, including stickers, signs, tape, command hooks, etc.

Bed Risers

Bed Risers are only allowed in St. Tammany, Washington, Pride, Hammond, Taylor, Tangipahoa, Livingston, and Louisiana Halls. In order for bed risers to be used, the following criteria must be followed:

- Bed risers must be made of high density polyethylene that holds 1,200 lbs. and the bed cannot be raised more than 6 inches.
- Bed risers may not be used when bunking beds.
- Bedposts must be set freely in the bed risers (No anchors, screws, or bolts are allowed to penetrate the bedposts).
- Bed risers made out of plastic, metal, wood, cinder block or PVC pipe are prohibited.

Furniture

Residents are responsible for the condition of all assigned University Housing furniture upon checkout. Do not stack, remove, or alter furniture. Adhesives, push pins, command hooks, tape, or any other items should not be adhered to furniture.

If furniture becomes unlevel after being moved or adjusted, and/or drawers are not closing properly, report the issue to the University Housing Office immediately.

Damage or issues with any University Housing issued furniture (wardrobes, desk, dressers, chairs, tables, sofas, beds and mattresses) must be reported to the University Housing Office. Charges will be applied if damages are deemed to be the result of a resident's negligence.

If applicable, do not discard any pieces of your furniture. For example, if laminate comes off of a drawer, keep the laminate for it to be reapplied. If laminate is discarded, the student will be charged for the item.

University Housing furniture must be put back into its original locations upon check-out, to include the height of the bed. (Residents will be sent specific instructions prior to check-out). When arranging furniture, a clear path of no less than 32" to the window from the entrance door

must be present. Furniture must have at least 18" of clearance from the top of the furniture to the ceiling and must not impede any life safety device.

Any outside furniture brought into the room must be sealed (raw wood is prohibited). Furniture must be stationary (no rolling casters). Headboards are permitted so long as they are not screwed into, or glued to the walls or University Housing issued furniture. Headboards should be free standing or designed to not damage walls or University Housing furniture.

Prohibited Furniture

Prohibited furniture includes but is not limited to the following:

- Sofas, loveseats, and recliners.
- Upholstered cushioned lounge chairs.
- Any chair with wheels or casters.
- Outside, non-university issued mattresses.
- Air mattresses.

Walls

Residents may hang wall decorations by using painter's tape or thumb tacks. Charges for damages caused by improper methods of hanging items from walls will be charged to the student's account.

- Residents are allowed to use no more than five (5) thumb tacks each (no nailing or screwing items into the walls).
- Any other methods used to hang items are prohibited, and residents will be required to remove them upon discovery.
- LED wall lights that use mounting tape/adhesive are strictly prohibited.
- Wallpaper of any kind and other adhesive stickers are prohibited.
- Any and all adhesive backed strip or hook is strictly prohibited (i.e. command hooks, command strips, mounting tape, putty, etc.).

Weightlifting and Exercise Equipment

All residents have access to utilize the Pennington Student Activity Center (The Rec) for weightlifting and exercise. If weights or other prohibited equipment is found in the residence hall and has caused damage, the resident(s) will be charged for the damages and may face restorative action.

Prohibited weightlifting and exercise equipment includes but is not limited to:

- Free weights,
- dumbbells,
- pull-up bars,
- exercise equipment that attaches to a door frame,
- stationary bikes,
- weightlifting benches,

- elliptical machines, rowing machines, etc.

Windows/Curtains

Window blinds or drapes should be closed after dark, even when someone is in the room. Windows and window ledges must be kept free of personal items at all times. The following must also be followed:

- Only manufactured curtains are allowed in residence halls. No sheets, blankets, or loose fabrics are allowed and will be removed by the University if found.
- All curtains shall be hung with a tension rod. At no time should brackets be screwed into walls, or command hooks or similar products be used, to hang curtain rods.
- Curtains are only allowed in the window openings and in the closet openings of all buildings. Curtains should only cover the interior of the window opening and should not be taped, pinned or nailed to the side walls.
- Curtains may not be used to separate or divide shared room spaces.
- All mini-blinds shall remain in place at all times.
- No personal items should be visible from the exterior of the hall.
- Do not tint windows in the residence halls, apartments, or organization housing.

Drugs

Use, possession, manufacturing, distribution, or sale of cannabis, cocaine, narcotics, or other controlled substances (including over-the-counter drugs, prescription drugs, and drug paraphernalia), except as expressly permitted by law and the University's Drug Policy (see the Student Drug Policy) is prohibited.

Synthetic drugs, including but not limited to all forms of marijuana, incense, bath salts, and other manufactured drugs are prohibited.

Drug paraphernalia, including but not limited to hookahs, other smoking devices, weights, scales, and rolling papers are prohibited.

Email

University Housing utilizes the Southeastern email system for communicating with residents. Residents are responsible for all material sent to their Southeastern email account by University Housing and should check it at least once every 24 hours. Residents are also responsible for any communication sent from their Southeastern account; misuse or abusive emails sent to other students, staff, or to the departmental email will be forwarded to the Residential Conduct Officer for review and if applicable, to the Office of Student Advocacy and Accountability.

Fire Safety

Fire Extinguishers

Fire extinguishers are located in strategic points in all on-campus residences. If they are used for things other than fires they may not be available when needed. Persons tampering with or misusing fire equipment will be subject to restorative action and possible criminal action.

Fire Prevention

Be aware of potential fire hazards. Room decorations should be limited to non-flammable materials. Use appliances carefully. Do not leave heat-producing appliances unattended; unplug when not in use and let cool before storing. Do not cover ventilation openings on televisions, stereos, and radios. Never plug a heavy appliance into a lighter extension cord. Only mattresses provided by the University are allowed. Outside mattresses are prohibited.

Balconies, hallways and stairwells should be kept free of personal items, including furniture, bicycles, decorations, grills/cooking implements, or other miscellaneous items.

Fire Sprinkler System

Do not attempt to touch, tamper with, cover, or hang anything from a fire suppression sprinkler head. Anyone who is found responsible for doing so will be held responsible for all damages of property in addition to a fine of \$250, and may be placed on a probationary status within the residential community, and/or face other restorative actions. Report any tampering with the fire sprinkler system or damaged sprinkler heads to the University Housing Office immediately. Students who cause a sprinkler system to discharge will be held responsible for all damages.

Smoke Detectors

There are smoke detectors in each room for your safety. If the smoke detector sounds with a continuous beep this is an indication that smoke has been detected in the room. Do not attempt to disconnect it. Call the University Police Department immediately. For the newly installed smoke alarm system, the smoke alarm will flash and verbally alert if smoke/fire is detected.

Tampering with, covering, or disconnecting fire safety equipment is serious. The student may be charged with fines up to \$250.00, be placed on a probationary status within the residential community and other restorative actions. Report any tampering with, beeping, hanging, or damaged alarms to the University Housing Office immediately.

In Case of Fire

If you discover a fire, pull the nearest fire alarm, call University Police at 985-549-2222, and call out, "Fire!" as loudly as possible. Upon hearing the fire alarm, all students must immediately exit the building following the evacuation route. Leave your room, close your door, and evacuate the building according to the fire evacuation plan.

Students should familiarize themselves with evacuation plans as posted in all on-campus residences. Evacuation diagrams can be found next to the elevators and other common areas. Residents must evacuate any time the fire alarm is sounded or the University Housing Staff request the building to be evacuated.

Once outside, all should follow the direction of University staff and/or first responders and move to their assigned rally point. Students must remain outside until they are given permission by University Housing to re-enter. Failure to evacuate will result in the resident being removed by University Police and may lead to restorative action.

For expediency during fire drills, University Housing Staff will not knock before keying into a student's room. Every room must be checked by staff to ensure all occupants have evacuated. All doors will be locked when staff exits the space for safety of students and property.

If you are trapped in your room during a fire, do the following:

- Keep the door closed.
 - Seal cracks around the door with tape, clothes, sheets, etc.
- Open windows slightly if there is no smoke outside.
- Tie a wet cloth over your nose and mouth to aid breathing.
- Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
- If clothing catches on fire, STOP, DROP, AND ROLL! Do not run. Drop to the floor and roll out the fire. Drop and roll someone else on the ground or use a rug, coat, or blanket to smother flames. Cool the burn with cold water. Get prompt medical attention.

Heating, Ventilation, and Air Conditioning

Allowing thermostat settings to be extremely hot or cold, mixed with the outside weather conditions (hot or cold), and the normal high humidity of South Louisiana can cause various levels of moisture in your room. This may lead to water collecting on windows, walls, floors, and personal property. If this practice is continued, it will cause poor air quality in the room which may result in mold and/or a musty smell. Excess water will cause damage to the facility and personal property.

To avoid this condition, never set your thermostat to maximum heat or cold, do not leave windows or doors open when your unit is running. Clean the front of your unit every a minimum of every two weeks and do not block the front of the unit with furniture or other items. At no time should any air conditioning vents or ducts be taped, sealed or obstructed.

Hurricane Safety on Campus

Tropical storms and hurricanes are no strangers to Louisiana. During hurricane season (June 2 – November 30), several storms and hurricanes usually enter the Gulf of Mexico presenting potential threats to Louisiana residents. In the event that a hurricane threatens southeast Louisiana, Southeastern Louisiana University will initiate procedures to ensure the safety of students and employees. This may include closure and evacuation of the campus and opening of secure shelter for those who may not be able to leave campus. Remember that Southeastern is not a public hurricane shelter, and facilities will not be open to the general public. Residents are strongly encouraged to evacuate campus if possible. Once the University

officially closes and the shelter opens, all residents who remain on campus, must enter the designated shelter or leave campus. No residents will be allowed to return until the University officially reopens the campus. Students who remain after Housing facilities are closed will be subject to disciplinary action.

No room credit will be made if the University fails to provide residential services due to a forced evacuation.

When to Evacuate

Plans to evacuate the campus begin as early as possible when the region falls under a hurricane warning. If the storm appears to threaten the immediate region, the campus may be closed. If closure and evacuations are ordered, students will be notified through the news, media, university website, and announcements by faculty, University Housing, and Division of Student Affairs personnel.

Evacuation Procedures

Once notified of a possible hurricane threat, the following procedures should be followed by students residing in on-campus residences or in off-campus apartments.

The Warning Stage

In the warning stage, residents should be prepared to:

- Begin to make plans to proceed to your home or intended destination.
- Review which routes should be taken to travel to your home or intended destination.
- Listen to an Emergency Alert System (EAS) radio station or radio television stations for information regarding the weather situation.
- Fill the tank on your vehicle and check all other fluids, belts and tires.
- Pack items to take with you, such as changes of clothes, personal hygiene items. Take with you a portable battery-powered radio, flashlight and extra batteries. Do not leave cash or other valuable items in the residence hall.
- Elevate all items from the floor of your room and away from windows and doorways.
- Take credit cards and cash.
- Bring prescription medication and drinking water.

On-Campus residents and employees who are unable to leave the campus are advised as to evacuation and shelter procedures.

Students residing off campus are advised to leave with a neighbor, friend, or family member the address and telephone number of the intended evacuation location. If you have questions about the campus being closed or an ordered evacuation, speak with a student housing staff person, or call the University Police Department (985-549-2222).

Weather Information Emergency weather information will be available on most radio stations, area television stations, or the Weather Channel on cable TV. Emergency Alert System radio stations include KSLU (90.9FM) and WWL (870 AM).

Laundry

To sign up for laundry alerts, go to <https://www.laundryview.com/selu> and enter the sign in code that is found on the LaundryView Mobile poster in your designated laundry room, and follow the instructions outlined on the poster.

Washers and dryers are for residential use only. Residents are encouraged to monitor their laundry while using machines and remove their laundry from the machine as soon as possible once the cycle is completed.

Clothes, towels, or other items are not to be hung on outside railings. Items left on railings or outside of rooms will be thrown away.

Laundry facilities are located in the following halls:

- Ascension Hall
- Greek Village Building F
- Hammond Hall
- Louisiana Hall
- Southeastern Oaks Commons
- Twelve Oaks Hall
- Washington Hall

Lion Traxx

The Department of Transportation Services provides an efficient and safe curb-to-curb transportation system for the student body. Lion Traxx is provided free of charge to students with a valid Southeastern ID. Services do not run on weekends, semester breaks, or University holidays. To contact Transportation Services, call 985-549-2877.

Lost, Stolen, and/or Damaged Property

The University is not liable for damage to or loss of personal property or for failure or interruption of utilities, including water, mildew, smoke, etc. Report all damaged property to the University Housing Office.

The University is not liable for lost or stolen property. Report any lost or stolen property, no matter how small, to the University Police Department and the University Housing Office as soon as possible. Money and expensive jewelry should be kept in a safe place. Anything that has a serial number should have the number recorded.

It is highly recommended for residential students to purchase renter's insurance. In some cases, the parent/guardian homeowners' policy may extend coverage to room and property in on-campus housing for the resident, but it is strongly advised that residents check with an

insurance agent. Refer to our website resource on renter's insurance at southeastern.edu/housing > Resident Information > "Renter's Insurance" link.

Meetings

Mandatory floor or section meetings are called at the discretion of the Resident Assistant or Area Coordinator. Residents are required to attend such meetings and are responsible for information discussed during these meetings. Residents unable to attend these meetings must notify their RA in advance. Residents not in attendance are subject to restorative action unless excused by the Resident Assistant or other University Housing staff.

Noise

At all times, residents should be respectful of their neighbors' rights to a comfortable environment conducive to sleep, rest, and study and control noise levels so as to not be heard from the hallway or neighboring rooms.

Creating excessive noise or aiding, abetting, or procuring another person to breach the peace in any area of University Housing may result in disciplinary action.

Pets

Residents may have a single, non-dangerous fish in a vessel no larger than one gallon. The vessel containing the fish must be cleaned and maintained regularly. No other pets are allowed. A fee will be assessed to the student's LEONet account for cleaning costs associated with unauthorized animals. Animals that are accommodations for a disability will not be considered pets and must be approved by the University Housing Office and/or the Office of Student Accessibility Services as a reasonable accommodation to this policy.

Proper Room Care

It is the responsibility of each resident to keep their room/apartment in an acceptable state of cleanliness.

Food

All food kept in your room/apartment should be in containers with covers closed to aid in controlling pests. Empty food and beverage containers should be disposed of and not used as decoration.

Bathroom

Keep your toilet bowl clean, only use toilet paper, and do not flush miscellaneous items down the toilet. Do not use hand towels, paper towels, brown roll towels, feminine hygiene

products, or any paper or material product other than toilet paper. Even with proper use, from time to time your toilet will clog; you may use a plunger or call for maintenance assistance. Maintenance will determine the cause of the “clog” and if it is through misuse, you may be required to pay for damages, servicing, and/or face restorative action.

Improper Use of a Bathroom or Kitchen Facility

Improper use of a bathroom or kitchen facility includes but is not limited to:

1. Misuse of a toilet (ex. flushing any material other than toilet paper)
2. Failure to use a shower curtain liner, or misuse of a shower/tub that causes water to leak or overflow.
 - a. The shower curtain liner should be hung properly and remain inside the bathtub while showering to avoid damage to the floor and walls.
3. Misusing a microwave by heating metal.
4. Misusing an oven, stovetop, or microwave, or other appliance.

Room Condition

You and your roommate should discuss a cleaning schedule to ensure the air quality and hygiene of your room.

- Clean bathrooms with a good household cleaner on a weekly basis and do not allow mildew to build up (be sure to check around the tub caulking).
- Wipe/dry the tub/shower after every use.
- Pick up wet towels and clothing off the floor and allow to dry.
- Empty the trash in your room daily.
 - All trash must be placed in plastic garbage bags, tied, and disposed of in the garbage chute or carried to the dumpster for your building (Southeastern Oaks and Greek Village).
 - Dumpsters that are enclosed in fenced areas can be used, however, all trash must be put into the dumpster and gates should be closed after use.
 - Trash from rooms is not to be disposed of in trash cans located at the exits of the buildings.
 - Any trash left in the hallways, landings, or inappropriate items left in common areas may result in further administrative action.
 - University Housing reserves the right to charge all residents of a section due to recurrent trash in common areas.
- Dust your room with a damp cloth and then a dry cloth to reduce moisture.
- Wash bedding and bath towels at least weekly.
- Keep interiors of microwaves, refrigerators, coffee makers, etc., clean on a regular basis.
- Do not leave food uncovered.
- Avoid using products that release strong odors or contaminants.
- Overall, keep your room clean and dry and report any problems to your RA immediately!

Trash Removal

Trash chutes are located near the elevator of each of the halls on south campus. Place trash in a plastic bag, tie it, open the trash chute, and insert your trash bag. Do not insert hands, arms, or other body parts into the pathway of the trash chute. If the trash chute is full, bring trash bags to the nearest exterior dumpster. Do not place boxes or large items in the trash chute; dispose of large/oversized items in the exterior dumpster. On North Campus, trash must be placed in exterior dumpsters. Do not leave trash outside rooms, on balconies, in hallways or stairwells, parlors, or on the exterior of the building. All trash must be bagged.

Renter's Insurance

It is highly recommended for residential students to purchase renter's insurance. The University is not responsible for damages (water, mildew, smoke, etc.) or theft of resident student's property. In some cases, the parent/guardian homeowners' policy may extend coverage to room and property in on-campus housing for the resident, but it is strongly advised that residents check with an insurance agent. Refer to our website resource on renter's insurance at southeastern.edu/housing > Resident Information > "Renter's Insurance" link.

Room Inspection

The University reserves the right to conduct announced or unannounced room inspections for maintenance, inventory, health, and safety. Rooms will be checked at least two (2) times per semester, and more as warranted. University Housing will send emails announcing regularly scheduled health and safety inspections at least 24 hours in advance.

The University also reserves the right to enter and inspect any student's room at any time when cause prevails. During any inspection, any violations which are in plain view may be used against the student for restorative action. The University reserves the right to inspect University owned appliances and plumbing fixtures (under vanity sinks, etc.) to check for potential maintenance issues.

If a prohibited item is observed during a health and safety inspection, or at any time which a University official observes a violation in a room, the item(s) may be confiscated and brought to the University Housing Office in Pride Hall, or the resident may be instructed to remove the prohibited item(s) from the room within 72 hours. The resident will have ten (10) days to claim the confiscated item(s) from the University Housing Office following confiscation. A form documenting the confiscation will be left in the resident's room.

Disciplinary/Restorative action may be taken depending upon the nature and severity of the violation.

Authorized University personnel may enter, inspect, and make repairs to any occupied or unoccupied room as deemed necessary.

Safety

Bicycle Security

All bicycles must be registered with the Office of Transportation Services. Bicycles should only be stored in designated bike racks outside the residence halls, apartments, and Greek Village. Any bicycle stored in stairwells, on balconies, or hallways will be removed and confiscated. Bicycles are not allowed on the balconies in Southeastern Oaks. All bicycles must be removed at the end of the Spring semester; those not removed will be removed and confiscated. All students who withdraw from the University must remove their bicycles from the campus. The University is not responsible for theft of personal property, including bicycles. For more information, see the [University Bicycle Policy](#).

Blue Phone / Emergency Boxes

There are 48 emergency phones located inside the residence halls on each floor, and 12 emergency phones located outside the residential community facilities. These emergency phones are linked directly to the University Police Department and monitored at all times. There is one box in each room of the Southeastern Oaks Apartments. If these boxes are activated and you do not have an emergency, restorative action may be taken.

Electrical Equipment

Ground Fault Interrupter

To prevent electrical shocks in areas near water sources, (bathroom, kitchen) GFI outlets have been installed. Each outlet that is GFI enabled will have two buttons, a reset and a test. If the outlet trips, a red light will emit. Press the reset button. If the problem persists, contact the FIXX line at 985-549-3499. For the safety of our residents, at no time should residents attempt to reset breakers in any electrical panels.

Prohibited Appliances

Prohibited electrical equipment includes but is not limited to the following:

- Electrical Heating Appliances
 - Space Heaters, Kerosene/Propane Heaters.
- Cooking Appliances With Exposed Heating Elements And/Or Open Flames
 - Toaster, Hot Plate, Coffee Pot With No Automatic Shut Off
- Other Prohibited Equipment/Appliances
 - Halogen/Torch Style Lamps (unless furnished by the University)
 - Extension Cords
- Electronic Skateboards
 - Self Balancing Skateboards, Hoverboards, Electric Scooters, Electric Go-Karts, and any other similar equipment are prohibited from being used, stored, and/or charged in any area of University Housing.

Approved Appliances

The following items may be used in the residence halls, Southeastern Oaks apartments, or Greek Villages as long as they are cleaned and stored properly:

- Air Fryer (without the pressure cooking feature)
- Beverage/Coffee Maker with an automatic shutoff
- Microwaves (1000 watt maximum)
- Mini-refridgerator (up to 5 cubic feet in size)
- Slow Cooker with an automatic shutoff
- Rice Cooker

All students should not use or store electrical equipment on the floor and must unplug appliances other than televisions, computers, and refrigerators when the room is unoccupied. Refrigerators must be plugged directly into a wall outlet. Power strips and surge protectors are acceptable if they are plugged directly into a wall outlet. Outlet splitters and expanders are acceptable only when plugged directly into the wall outlet.

Incendiary Materials

Prohibited incendiary materials include but are not limited to the following:

- Candles/Incense
- Lighters, matches, strikers, torches, and other incendiary agents.
- Paint

Personal Safety

When entering or exiting a residence hall or organizational house, at no time should students allow anyone else to enter the building. All persons entering the residence hall must use their own ID (where swipe access is available) or key (Southeastern Oaks).

All of the Residence halls (except Southeastern Oaks) will require you to use your Southeastern ID to enter the building. In Ascension and Twelve Oaks your ID will give you access to your room as well. In all other residential halls your key will give you access to your room door, but not entrance to the building. Residents should not leave their key or student ID in their room as it is the only way in and out of the building. If any University employee must enter a resident's room, whether the room is unlocked or locked prior to entry, the room will be locked by University staff. This is to protect the resident and their belongings.

When away from the residence hall, organizational house, or apartment, students should never walk alone after dark. It is a good policy for residents to tell their roommate where they are going and when they expect to return.

Below are some simple tips to improve your personal safety:

1. Avoid walking alone at night. Keep to well lit, commonly traveled routes.
2. Familiarize yourself with campus. Visit southeastern.edu/map

3. Have your room or car keys ready.
4. Lock windows and doors when leaving your room or sleeping.
5. Do not post personal information on public websites.
6. Review the campus safety plan: Safe Campus

Smoking / Tobacco

Smoking and tobacco use are prohibited in all University residences, facilities and grounds. Tobacco use includes but is not limited to cigarettes, pipes, hookah-smoked products, electronic cigarettes, vape pens and oral tobacco products. Students found responsible for smoking may be fined \$50 and face additional restorative action.

Security

It is the responsibility of all residents to foster an environment of safety and security throughout our community. Residents should always report security concerns immediately to the University Police Department by calling 985-549-2222.

Security violations include but are not limited to the following:

1. Allowing a person(s) to enter any area of University Housing by following you into the area without use of their Southeastern ID to gain access (tailgating).
2. Failure to report a person(s) to University Police, University Housing, or any other campus security authority who has entered a residential area without use of their Southeastern ID to gain access.
3. Knowingly allowing a person(s) to access any area of University Housing who you know, or reasonably should know, to be restricted, banned, barred, or disciplinarily suspended, dismissed, or expelled from University Housing and/or Southeastern Louisiana University.
4. Compromising the security of any area of University Housing by preventing an exterior or interior door from closing, locking, and/or securing properly by any means.
5. Compromising the security of any room space in University Housing by intentionally leaving a door unlocked, or by failing to report a lock that is not functioning properly to University Housing, Physical Plant Services, or any other campus security authority.

Lock Out Policy

Your Southeastern ID and housing keys should remain with you at all times. If a student is accidentally locked out of their room or Residence Hall, they may call the University Housing Office at 985-549-2222 or the Resident Assistant on Duty (all numbers are included at the end of this guidebook) to gain access to their room. Repeat lockouts will result in a charge to the resident's fee bill. For residents in suite-style residence halls, remember to keep the bathroom door unlocked when not in use. Due to regulations outlined by the Louisiana Office of the State Fire Marshal, the bathroom doors may not be locked from outside the bathroom.

Single Point Entry

All buildings are single-point entry, using the main lobby spaces as the only means of entry from 9:00 PM through 6:00 AM.

Exterior Door Card Access

Exterior doors to all residence halls are locked at all times. The Southeastern ID card is used for entry by presenting the card at the access reader. Stairwell doors are exit only from 9:00 PM through 6:00 AM, providing a single access point in the buildings through the main lobby.

Room Door Access

Two halls use card readers to provide access to individual room assignments. Residents in the remaining halls are issued a room key at check-in. When residents check out of their spaces, all keys are returned and filed in a secured filing system.

In order to ensure that no one has unauthorized access to spaces, any keys that are not returned result in locks being changed.

All card readers are traceable and reports can be run to verify if residents have attempted to access any spaces throughout University Housing.

There are a total of 650 access readers throughout the residential community.

Bathroom Locks

All bathroom doors in the residence halls can be locked. Due to regulations outlined by the Louisiana Office of the State Fire Marshal, the bathroom doors may not be locked from outside the bathroom.

North Campus Gate

There is an entrance gate at Southeastern Oaks/Greek Village. When the gate is in the down position, residents must swipe their Southeastern ID to gain access into the parking area. The gate should not be lifted by anyone for any reason. All persons following another car into North Campus without swiping their ID will be subject to a fine and/or restorative action. Persons responsible for damage to the gate are subject to a minimum \$250 fine, repair of the gate, and/or restorative action.

Southeastern ID

Students are required to carry their Southeastern ID with them at all times and must be prepared to identify themselves when requested to do so by a faculty/staff member or University official, including Resident Assistants.

Video Surveillance

There are 255 security cameras within the residential community. All cameras are placed at all exterior doors and entry points, parking lots, in interior common areas and hallways, elevators, and exterior common spaces such as the Greek Village Lawn. Security camera footage is stored and accessible with the ability to zoom in and out. The contemporary residence halls located in the central part of the campus are surveilled by a closed circuit video camera system located throughout the public areas, elevators, and parking lots. Video cameras are also installed in the parking lots for the Village and Southeastern Oaks.

University Police Department

Southeastern Louisiana University Police Officers are commissioned by the Louisiana Department of Public Safety and Corrections and are empowered by Louisiana Revised Statute 17:1805. As such, University Police Officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform and to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the city or parish.

University Police Officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to and investigation of incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on-campus emergencies.

University Police patrols all buildings multiple times each day and night. Officers are assigned to multiple areas of University Housing and show a presence within the halls. The camaraderie built between UPD and our residents result in residents being more likely to approach officers with issues and provides for an enhanced feeling of safety and comfort within the residential community. Residents are also encouraged to download the free Lion Safe app to their mobile devices.

The University Police Department is on duty 24 hours a day, 365 days a year, including holidays, University closures, natural disasters, and any time the remainder of the University is not open for business.

Impersonation of a University Housing Official

Impersonating, or falsely presenting oneself in any form and by any means as an official, employee, or agent of, or persona representing, the University Housing Office is prohibited.

Solicitation and Private Enterprise

Door-to-door offering, or attempting to sell merchandise in the residence halls, organizational housing, or apartments is prohibited. Report all strangers and/or salespersons attempting to solicit products to the University Police Department, University Housing Office, or Resident

Assistant on Duty. Any organization or individual wanting to post signs in the residential community must have all signs approved by University Housing. Posting without approval may result in restorative action.

Residents are not permitted to operate a business from their room assignment, apartment, organizational house, or any other residential facility. Personal solicitation for any goods or services is prohibited.

Visitation and Overnight Guests

All residents have a right to a safe and comfortable living environment. The roommate/suitemate's rights to feeling safe and comfortable take precedence over the rights of a roommate to have a guest. When a guest's continual presence hinders a resident's ability to study, sleep, and/or occupy their room, this will be considered a violation of the visitation policy.

Overnight Guests

Residents are encouraged to discuss their preferences for overnight guests soon after getting settled into their room. The Resident Assistant is available to assist residents in establishing guest guidelines. A Roommate Contract can be completed with the assistance of the RA, and should be revisited each time overnight guests are planned as well as any other time roommates deem necessary. Residents should seek the assistance of the Resident Assistant as needed for help regarding roommate agreements and guest concerns.

Remember, any guest visitation requires roommate consent in advance of the guest's arrival in order to maintain a comfortable living environment for all.

Invited friends and relatives may be entertained overnight when space is available and arrangements are made with your roommate or suitemate prior to their arrival.

There may be only one (1) overnight guest per resident. A guest is defined as any person not assigned to the room of the host. The hosting resident is to be present with the guest at all times. The resident will be responsible for all actions of their guests. A resident may not have an overnight guest more than two nights per week and no more than a total of five (5) nights per month. All residents of the unit must consent to the guest staying in the unit overnight prior to their arrival.

Cohabitation is prohibited. Cohabitation exists when a person not assigned to a particular space uses that space as if they were living there.

Guests should not be allowed to sleep in any public, common spaces within the residential community, including but not limited to lobbies, study rooms, parlors, or classrooms.

Guests should not be allowed to sleep in any bed space not belonging to the resident responsible for their visit.

General Guest Policies

Residents are responsible for the actions of their guests, and are required to accompany them at all times while they are in the hall, apartment, or house. Residents must escort their guests in and out of their residence.

Guests must be at least seventeen (17) years of age. Babysitting is prohibited at all times. Guests under the age of seventeen (17) must be accompanied by a parent or guardian at all times.

The resident is responsible for being in possession of keys and/or University ID at all times. Residents are not allowed to give access to the halls by giving their keys/ID to a guest or another resident. Guests are not allowed to enter the residence hall/room without being escorted. Unauthorized possession, duplication, or use of keys to any University premises is prohibited.

University Rights Reserved

The University reserves the right to make further rules and regulations based on governmental mandates or public health orders established to help reduce the risk of spreading infectious disease, as, in its judgment, may be necessary to help preserve the health and wellness of the residential community. The student agrees to abide by all such additional rules and regulations which are adopted.

The University reserves all rights in connection with room assignments or termination of their occupancy. The University reserves the right to require a student to share a room with a roommate based on space availability.

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The University reserves the right to move a resident to another room with an assigned roommate if a resident has paid for double occupancy.

The University reserves the right to refuse any application for accommodations in the residence halls, organizational housing, or apartment housing.

The University reserves the right to make further rules and regulations, as, in its judgment, may be necessary for the safety, care, and cleanliness of the premises and for the preservation of good order therein. The student agrees to abide by all such additional rules and regulations, which are adopted.

Weapons

The campus of Southeastern Louisiana University is a gun-free zone. The unlawful possession of, display of, discharge of, use of, sale of, or attempt or threat to inflict a wound, cause injury, or incapacitate, including but not limited to all firearms, switchblade knives, knives with blades five or more inches in length, or dangerous chemicals. A weapon is any object used or could be reasonably construed for inflicting bodily harm or physical damage. F

Additional Policies, Standards, and Regulations for Greek Village Residents

Housekeeping

Residents are responsible for the cleanliness of the houses, both inside and out, as well as areas surrounding the house.

To preserve the aesthetics of the grounds and buildings, outdoor equipment/furniture is limited to patio furniture, which must be approved by University Housing. Only patio furniture and approved items may be left outside of the house. Approval forms can be accessed on the Greek House Managers page at www.southeastern.edu/liveoncampus. Any non-approved items are subject to removal by University Housing. If items are removed, then the chapter will be charged a removal fee.

General areas outside of the building (under stairs, rear, side, front, etc.) may not be used for storage. Any items stored here can be removed by University Housing and the chapter will be charged a removal fee.

Greek letters should be properly displayed on the outside of the facility. Letters should never be propped on windows. Damage charges may be applied if guidelines are not followed.

Live trees used for decorations, including holidays, are not permitted.

Residents are responsible for reporting any items not properly working or facility concerns to University Housing via FIXX It.

Trash

Garbage and/or trash is to be disposed of on a regular basis so as not to create an unsanitary or unsightly condition within house entrances (front and back) and deck areas. Trash will not be stored on or in any outside areas including but not limited to porches, entryways, doorways, stairs, or under stairs. If trash is found in these areas, it will be removed and the chapter will be charged a removal fee.

Residents wanting to dispose of large items/parlor furniture (couches, table, chairs, etc.) should contact University Housing staff before putting items in dumpsters.

Safety and Security

Each chapter is allowed one charcoal grill per house. If more than one grill is found it may be subject to removal. If the chapter would like to have an event that requires more than one grill, then they can seek approval from University Housing for that event.

Propane tanks and gas barbeque pits are not permitted. Propane tanks may not be stored on property. If propane tanks are found on the premises they will be removed and the chapter will be charged a removal fee.

Swapping of rooms and room keys is prohibited. Students wishing to move to another room must be approved for a room change through the University Housing Office and complete all proper protocol for the room swap, check out, and check in. Not following this procedure will result in a \$250 Improper Checkout Fee. Other fees may be applied.

Do not prop open doors and keep windows locked. Immediately report to maintenance or the University Housing Office when windows, doors, and/or locks are not working properly. Do not remove window screens.

Dismissal and Resigning from On-Campus Housing

Students residing on campus who resign from the University prior to the close of the business on the fifteenth class day on which regular classes are scheduled (full summer session – eighth class day) will be given credit as per the fee schedule set by the Controller's Office. NO REFUNDS or PRORATED REFUNDS are given for DISCIPLINARY REMOVAL from the residence hall or residential community. Residents must complete the check out within 48 hours.

Interim Suspension

In certain circumstances where there is a perceived threat of safety to the University Community, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA, or designee, may impose a University or residence hall suspension prior to final disposition of the matter. Upon issuance of an Interim Suspension, the Chief Conduct Officer, the Assistant Director of OSAA, or designee, shall endeavor to contact the Student, advise the student that an Interim Suspension is in effect, and provide the Student with an opportunity to address the alleged misconduct.

Living on campus is a privilege, not a right. The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.

Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the University community or preservation of University property;
2. To ensure the student's physical or emotional safety or well-being; or,
3. If the student poses a threat of disruption of or interference with normal University operations.

During the interim suspension, the Vice President for Student Affairs, the Chief Student Conduct Officer, the Assistant Director of OSAA or designee may deny the student access to any or all of the following: residence halls; the entire campus (including classes); designated areas of campus; contact with certain individuals; and/or, all other University activities and/or privileges for which the student might otherwise be eligible.

Disciplinary Action for Residents

The Disciplinary Hearing Board is responsible for upholding University policies and regulations through the discipline of the students for the purpose of encouraging adaptive behavior in the residence halls. Along with the Disciplinary Hearing Board, the Assistant Director of Conduct and Resident Education and the Assistant Director of Residence Life serve as Residential Conduct Officers and play an intricate part in the discipline of students.

Your Resident Assistant is responsible for the general conduct of their assigned section. The student is responsible for knowing all rules, regulations, and policies.

Complaints and Charges

Complaints of misconduct against a student may be filed online at www.southeastern.edu/reportit by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.

Complaints shall be prepared in writing and directed to the Office of Student Advocacy and Accountability, or, in violations occurring in the University residential facilities, to the Residential Conduct Officer or designee. In the disciplinary hearing, the complainant (person filing charges) bears the burden of proof. Persons considering filing complaints are encouraged to arrange for a meeting with a Conduct Officer prior to filing complaints to discuss filing and hearing procedures.

Preliminary Administrative Disciplinary Conference

Upon receipt of a properly filed complaint, a staff member of the appropriate conduct office shall notify the accused student by email, regular mail or hand delivery that proceedings have been initiated. The letter indicates a scheduled meeting time with a Hearing Officer or directs the student to schedule a preliminary/administrative discipline conference within a specified amount of time. The letter also lists the alleged violation with which the student is being charged. Failure to comply with this directive may result in a full hearing board being scheduled.

The purpose of the preliminary administrative disciplinary conference is to provide the student an opportunity to review the alleged offense/s with the Hearing Officer, to examine evidence, to discuss the Student Code of Conduct and the discipline process. Students who do not have a copy of the Student Code of Conduct will be directed to an online copy. Further, the student and the Hearing Officer will determine if the matter can be resolved through mutual agreement, including, but not limited to, the charges/complaints being rendered null and void; an administrative agreement being signed which indicates the student assumes responsibility for a violation/s of the Student Code of Conduct; or, a referral to mediation. If at the administrative disciplinary conference, the respondent assumes responsibility for an infraction, the student may sign an administrative agreement and waive any further proceedings and/or appeals. If the complaint cannot be disposed of by mutual consent, the matter will be referred to a hearing involving a Student Conduct Hearing Board, an Administrative Hearing Board, or a Hearing Officer.

Failure to respond to a Disciplinary summons may result in any or all of the following:

- a. A referral of your case to a hearing board.
- b. A \$100 fine assessed against your account.
- c. A block placed on your ability to register for future classes.
- d. A hold placed on your academic records.

Hearing Involving a Hearing Board

In cases which cannot be resolved in an Administrative Disciplinary Conference, and in those incidents, which rise to the level of expulsion or suspension from the University or University Housing, the matter will be referred to a Student Conduct Hearing Board, or an Administrative Hearing Board. Hearings involving a hearing board are designed for both the complainant and respondent to present their accounts of an incident.

When a resident's behavior endangers the life of a person, threatens the functionality of a safe and comfortable community, or a resident has a history of conduct violations, University Housing may review the resident's agreement for housing. During this process, a decision is made to terminate the housing agreement, relocate to another on-campus location, or to allow the resident to remain in their current location.

The University and its appointed staff reserve the right to receive assistance from the campus, local, and state police. Students in violation of any regulation are advised to give their full cooperation. In some cases, students will be arrested and brought to the parish holding facility until bond can be posted. For more information see the section on the student conduct process in this booklet.

Return To Housing From Medical Or Behavioral Treatment

In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be contacted by the Office of Student Advocacy and Accountability to schedule a meeting upon the student's return to campus.

Maintenance Needs

Repairs

Since University Housing operates on a self-sustaining basis, charges must be made for damage to furniture, equipment, window screens, front doors, etc. Each student is to sign a Room Condition Report acknowledging receipt of all property assigned to them in the room. The resident is responsible for the general condition of the room and its equipment, including loss and damages. Charges for loss of equipment and damages to, or defacement of, any area in common use such as lounges, recreation rooms, corridors, or bathrooms may be assessed equally against residents of the area if the responsible party or parties are not located. All damages should be reported immediately to University Housing to hasten repairs and prevent further damage.

In the event of a maintenance problem, (ex. lights, AC/heating unit, plumbing, etc.), please call the FIXX LINE (985-549-3499) or visit southeastern.edu/admin/phys_plant and click on Fixx It Request.

Physical Plant maintains a database of all submitted requests including ticket number, date and time request submitted, craft assigned to, work to be performed, date completed and person completing the request.

Requests For Summer Improvement Projects in Greek Village

Per the Organization Terms of Occupancy, all requests for summer improvement projects (those funded by the organization and those funded by University Housing), must be requested in writing via email to University Housing at universityhousing@southeastern.edu by no later than February 1, 2024. University Housing will notify each chapter of project approval and scheduling by May 31, 2024.

Requests must include a description of the work to be completed, the contractor license and documentation of their liability insurance, and an estimated total cost of the project.

Internet

If the Internet is not working, please call (985) 340-8324. Leave a message stating your issue, including your name and location.

The internet jack is the red jack in your room and is larger than the telephone jack.

You may have a wireless access point plugged into the internet jack in your room. This is the property of Southeastern Louisiana University and must remain plugged in at all times. Should you need access to use an Ethernet cord in the internet jack, please use the additional plugs on the bottom of the wireless access point.

Programming

The Resident Assistant Staff plans exciting programs for the students in their section. Our overall goal is to help you succeed academically and personally while you reside on campus. Several of our communities have specialized populations and programs in place:

- Ascension: Honors Program (GPA of 3.0 or 23 ACT required)
- Greek Village: Organizational Housing
- Hammond, St. Tammany, Tangipahoa, Washington: Underclassmen and Upperclassmen students
- Livingston: Honors (GPA of 3.0 or 23 ACT required)
- Louisiana: Honors (GPA of 3.0 or 23 ACT required)
- Pride: All female community
- Southeastern Oaks: Upperclassmen (2.3 GPA and 30 credit hours required)
- Taylor: International student community and students identifying as a member of the spirit teams, marching band, music performance groups, athletes and individuals needing winter break accommodations
- Twelve Oaks: Returning students, Health Professionals LLC
- Village M: All female community and women interested in joining Greek Organizations

Helpful Hints About Your Roommates

Here are a few facts about rooming with someone. There is no guarantee that these will enable all roommates to live in peace but keeping them in mind certainly couldn't hurt. A roommate agreement can be found on the University Housing website:

southeastern.edu/admin/housing/resident-info/forms/assets/roommateagreement.pdf

1. Sit down with your roommate sometime during the first couple of days of school and decide what you will do about the following:
 - a. Who sets and turns off the alarm clock?
 - b. Anticipated bedtimes.

- c. Do either of you require total darkness and quiet to go to sleep, or can the light be on?
 - d. Do you study best with a radio or TV on or off?
2. Make a written agreement as to who cleans what and when. Divide up all the cleaning responsibilities. If someone is not doing their part, don't wait around for a change, talk to them as soon as possible. Don't demand or write notes complaining. These actions promote hard feelings and increase problems instead of solving them.
3. Determine what the visitor situation is like. If you have a roommate with friends who stay up late or who party all the time when you like to study, you may be in a bad situation. Consider your roommate and find out their feelings about when and what time a visitor is welcome.
4. Find out your roommate's feelings about loaning their things to other people including you. These things can include belongings like clothes, money, hair dryers, stereos, cars, etc. Some roommates don't mind loaning things to their roommates, but some may so, find out. Let your roommate know your feelings too.
5. Communication is the key. Always strive to keep the lines of communication open between you and your roommate. Chances are pretty good that if something about the living situations is bothering you, it's also bothering your roommate, talk about it. Be tactful when you talk to them. Remember your roommate is human too. You need to spend time with your roommate and get to know them. This could assist you when problems arise. It might help if you have the same major. See what your common interests are and build on them.
6. Respect your roommate. He or she is an individual as you are. Not everyone is alike and does things the same way.
7. Have other friends and get involved in some activities that are interesting and pertinent to you. Don't depend on your roommate to supply your every emotional and social need.
8. Finally, realize that you are sharing; if one person tries to make things conform to their own lifestyle, it usually causes bad feelings and antagonistic attitudes. Think of your roommate and yourself as a household and set up conditions in which everyone can live comfortably. If problems develop between you and your roommate that you can't seem to solve, go see your Resident Assistant, or Area Coordinator before you completely lose your cool or give up. These people have had experience with such situations and will be glad to work with you and your roommate on a solution. Don't let problems go until too much ill feeling has developed. Believe it or not, most problems do have solutions.

Receiving Mail On Campus

The Document Source offers centralized mail services. To get your mail and packages, ensure you use the following address:

(Full Legal Name)
STUDENT RESIDENT
SLU Box 10705

Hammond, LA 70402

You will have to use your legal name and not a nickname or your mail or package will be sent back to the sender. Once The Document Source has received your mail or package, you will receive an email notifying you it is ready for pick up. You will then come to The Document Source in the Student Union during hours of operation to pick your item(s) up. You must bring your student ID with you.

Housing Contact Information

University Housing Office
Southeastern Louisiana UniversityPM
SLU 10704
Hammond, LA 70402

Website: southeastern.edu/housing
Email: universityhousing@southeastern.edu
Phone: 985-549-2118
Fax: 985-549-5118
Office Location: Pride Hall

Hours of Operation: 7:30 AM - 5:00 PM Monday through Thursday, 7:30 AM - 12:30 PM Friday
Summer Hours of Operation: 7:00AM through 5:30 PM Monday through Thursday

Visit Us on Social Media

facebook.com/southeasternuniversityhousing
twitter.com/sluhousing
Instagram: @sluhousing
TikTok: @southeastern.ras

Important Phone Numbers

Emergency

University Police Department.....985-549-2222

Residential Community

Resident Assistant On Duty

Resident Assistants are on duty Monday through Thursday from 5:00 PM through 7:30 AM and any time the University Housing Office is closed.

Ascension Hall.....	985-222-5026
Greek Village/Village M.....	985-351-8210
Hammond Hall.....	985-969-8625
Livingston Hall.....	985-989-9778
Louisiana Hall.....	985-969-8624
Southeastern Oaks Apartments.....	985-969-8628
Pride Hall.....	985-969-9751
St. Tammany Hall.....	985-969-8621
Tangipahoa Hall.....	985-969-8632
Taylor Hall.....	985-969-8626
Twelve Oaks Hall.....	985-320-8242
Washington Hall.....	985-969-8623

Maintenance

FIXX It Line (Repairs).....	985-549-3499
Dorm Tech.....	985-340-8324

Academic Support

Admissions.....	985-549-5637
Center for Student Excellence.....	985-549-3981
Career Services.....	985-549-2121
Sims Memorial Library.....	985-549-3860
Student Support Services.....	985-549-2122
Writing Center.....	985-549-2076
Tinsley Learning Center.....	985-549-2434

Student Services

Campus Activities Board.....	985-549-3805
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Campus Card Services.....	985-549-3990
University Counseling Center.....	985-549-3894
Enrollment Services.....	985-549-2066
Student Accessibility Services.....	985-549-2247
Financial Aid.....	985-549-2244
Student Advocacy and Accountability.....	985-549-2213
Honors Program.....	985-549-2135
University Health Center.....	985-549-2241
Student Engagement.....	985-549-2120

Campus Services

Shuttle Services.....	985-549-2877
Student Computer Help Desk.....	985-549-2700
Dining Services.....	985-549-2286
Student Union.....	985-549-2041
Auxiliary Services.....	985-549-2094
Document Source Print and Mail Center.....	985-549-5565
Bookstore.....	985-549-5393