

TO ALL CAMPUS RESIDENTS:

As you know, based on guidance from health officials as well as state and federal leaders, the University has implemented numerous actions to help slow the spread of coronavirus among members of the population. As a result of these actions, classes have migrated to remote delivery, and faculty and staff are largely working remotely. All of these actions are part of the "social distancing" measures being advocated in the interest of public health.

In order to best protect your health and safety, and that of our community, the University is strongly encouraging students living in on-campus residential facilities to return home. University Housing will make accommodations for the limited number of students with a legitimate need to continue living in on-campus residential facilities. Please know, however, that services and visitation privileges will be limited going forward in order to fully implement social distancing measures.

In addition, students who complete the check-out process by **10:00 p.m. Wednesday, March 25**, will be eligible for a 25% housing credit and meal-plan credit as described below. Students who do not complete the check-out process by the deadline may receive reduced housing and meal-plan credits. Credits will be applied against any current balance owed, and a refund will be issued on any excess credit balance. Any refunds resulting from the credit will be processed as soon as possible but no later than two weeks from the date of check-out.

University Housing may begin consolidating residents who are unable to check-out into designated residential facilities as early as **Thursday, March 26**.

CHECKOUT INFORMATION

- To expedite the checkout process and promote social distancing, residents can remove their belongings, leave their key in a visible location in the room and email universityhousing@southeastern.edu notifying us that you have vacated your room. (Note: *Ascension Hall* and *Twelve Oaks Hall* residents who have already left campus and removed belongings but have not officially checked out of their room are asked to email universityhousing@southeastern.edu with that information so that key access can be deactivated.)
- When checking out, the number of persons helping you remove your belongings will be limited to two (2).
- If you have already left campus, we encourage you to return to remove your belongings as soon as possible. If you are unable to remove your belongings by Wednesday, March 25, please email universityhousing@southeastern.edu. Your housing and meal-plan credits may be impacted if your belongings are not removed until later in the semester.

- If you have already left campus and removed your belongings, please email universityhousing@southeastern.edu and mail your key to the following address. The credit will be issued once the key is received.

*University Housing
Southeastern Louisiana University
SLU 10704
Hammond, LA 70402*

- If you need to remain on campus, please email universityhousing@southeastern.edu with the reason that you are unable to checkout, and we will work to accommodate you.

MEAL PLAN INFORMATION

For residential students who check-out by Wednesday, March 25, the following meal-plan credits will apply.

- A 25% meal plan credit will be applied to your account.
- A credit will not be issued on unused Cub Cash for the Spring 2020 semester; however, any remaining Cub Cash will roll forward to Summer and/or Fall.

For those students who need to remain on campus, meals will be provided. Those students will receive a separate email with dining option details.

We thank you for your continued cooperation and patience during this time. Please contact us at universityhousing@southeastern.edu with any questions.

University Housing