The Lion's Tales

Thank you all for an outstanding semester. The University Housing staff thanks you for living on campus this semester and wishes you best of luck on your final exams! Please note that all Residence Halls will observe “24 hour Quiet Hours” to support your success on your final exams.

Introducing Express Check-Out

University Housing is excited to offer a new checkout process to students living in the following Halls: Hammond, Livingston, Louisiana, Pride, St. Tammany, Tangipahoa, Taylor, Washington, and Village M. Students living in this community will be able to “express check-out” during the week of Finals without signing up for an appointment time with their Resident Assistant.

Students in these communities may still follow traditional check-out procedures of scheduling a walk through check out appointment with their Resident Assistant by signing up for an appointment time on the schedule by their RA’s door if they chose to complete a traditional check-out.

How do I “Express Check-out”?

- Sign up on your RA’s “Express Check-out Sign Up Sheet”
- Remove all belongings and clean your room.
- Fill out the Express Check-out form provided by your RA and submit the form and your keys (in the provided key envelope) to the University Housing Office in Pride Hall during regular office hours.

Well Wishes on Your Final Exams!

Late Night Breakfast
Student Appreciation Event
Tuesday, May 14, 2013
9:00 pm-11:00 pm
in Cayman Café
FREE for Students with a Meal Plan (*Student ID Required!)
$6.95+ tax without a Meal Plan

University Housing Office Hours
Monday thru Thursday: 7:30 AM - 5:00 PM
Friday: 7:30 AM - 12:30 PM

Contacting University Housing
Located in Pride Hall       Email: universityhousing@southeastern.edu
www.southeastern.edu/liveoncampus
www.facebook.com/southeasternuniversityhousing
University Housing      SLU 10704      Hammond, LA 70402
**Housing Academic Appeal Process**

In order to remain in University Housing for the Fall 2013 semester, students must maintain a 2.0 overall GPA or 2.0 on 12 hours or more during the Spring 2013 semester. Students who fail to meet this requirement may submit a University Housing Academic Appeal form to the University Housing Office or on-line at www.selu.edu/liveoncampus.

Students wishing to submit a University Housing Academic Appeal Form must do so by Wednesday, May 22, 2013 at 5:00 pm. Appeals will not be accepted after this deadline. Appeals are reviewed by a committee of faculty, staff and students familiar with student academic requirements.

If the appeal is denied, the student will be notified via their University email account as soon as possible. Students whose appeal is denied will not be eligible to live on campus for the Fall 2013 semester. Students whose appeal is approved will be assigned to their Fall assignment based on their date of appeal approval.

Please note that students on University Academic Suspension or Probation must complete the requirements from their University suspension or probation as well as University Housing requirements.

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>May 13-17</td>
<td>Finals and Checkouts</td>
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<td>May 17</td>
<td>Final Day to Pay Re-application fee to maintain priority over new students.</td>
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<td>May 18</td>
<td>Graduation</td>
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<td>May 22</td>
<td>Housing Academic Appeals Due</td>
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<td>June 5</td>
<td>Summer School Classes Begin</td>
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<td>August 21</td>
<td>Fall Classes Begin</td>
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**Step 1:**
Sign up for an appointment to check out with your Resident Assistant! Each RA has posted a check out schedule near their door. Be sure to sign up at least 24 hours in advance.

**Step 2:**
Remove all belongings from the room and clean it before your check-out appointment.

**Step 3:**
Be ready to return keys and sign out with your Resident Assistant at the time of your scheduled check out.

**Step 4:**
Check out with your Resident Assistant.

**Step 5:**
Need to contest damage charges? Do so within 24 hours of checking out by emailing universityhousing@southeastern.edu

**Step 6:**
Enjoy your summer!

**Reminders:**

- Did you check your mailbox and leave a forwarding address if necessary?
- Did you have your beds bunked? Have you unbanked your beds and returned the bed pegs to University Housing?
- Do you have a University Balance?
- Did you Return your Textbooks?
- Did you clean and remove belongings from the following:
  - Closet
  - Bathroom and vanity area
  - Desk
  - Chest of drawers
  - Kitchen area
  - Bed
  - Commons Areas
  - Floor
- Did you check out properly and return your keys?
- Are you planning to return to University Housing for Fall 2013? Have you completed your Fall re-application by paying your pre-payment fee by May 17?
Do you need a nice place to study for finals? The Alumni Association will be available for students to study on Monday, May 13 (final exam week). It will be open from 8:30 a.m.-5:30 p.m.

There will be complimentary snacks available throughout the day.