

# The Division of Student Affairs

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THE DIVISION OF STUDENT AFFAIRS complements the University's academic mission by providing a safe and supportive campus that affords students with ample opportunities for development in addition to important services that add value to the campus experience. At the core of the Division's work is the belief that student involvement (defined as time spent on campus, involvement with student organizations, interaction and familiarity with faculty and staff, development of a peer support group, and commitment to academic pursuits) is critical to student success. As such, the Division serves as a resource to all students, regardless of major or classification.

## STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs enhances growth of Southeastern students and fosters pride in the institution through the provision of superior campus services, meaningful opportunities for student development, and maintenance of a safe campus.

The Division of Student Affairs oversees several services and programs as follows:

### DISABILITY SERVICES

The Office of Disability Services works with students and other offices on campus concerning university related accommodations. To receive accommodations, students with disabilities must self-identify by providing current documentation from an appropriately licensed professional on official stationery regarding the nature and extent of the disability and the recommended accommodation(s). Detailed self-identification, documentation, and accommodation request information is available from the Office of Disability Services. Documentation must address the specific diagnosis, tests used in making the diagnosis, and test scores, where appropriate.

Once all documentation has been received and approved, the Office of Disability Services will provide individual letters to instructors outlining the recommended accommodation(s). Faculty shall not grant accommodations based on disabilities without this letter.

**It is the student's responsibility to identify their needs to the Office of Disability Services and request services and accommodations each semester.** As many accommodations may require time and resources to arrange, students are encouraged to self-identify as soon as possible. Retroactive accommodations are not provided.

In addition to academic accommodations, special resources available to students with disabilities include wheelchair accessible computer stations and adaptive software and equipment, in addition to tutoring and counseling. Special facilities designed for students with disabilities include connecting walkways, elevators, ramps, handrails, lifts, drinking fountains, restroom modifications, and residential facilities.

### JUDICIAL AFFAIRS

The Office of Judicial Affairs administers the Student Code of Conduct. Under the auspices of the Chief Judicial Affairs Officer, the Student Code of Conduct affirms that students, upon enrollment, do not lose the rights of, nor are they exempted from fulfilling the obligations and duties of citizens. Students have the responsibility to familiarize themselves with the Student Code of Conduct and will be held responsible for compliance. Students are expected to conduct themselves in a manner that supports the educational mission and functions of the University, as well as to comply with federal, state and local laws. In most cases, the Student Code of Conduct applies to conduct that occurs on the University premises. Nonetheless, jurisdiction and discipline may be extended to off-campus behavior that adversely affects the University community or the pursuit of its objectives. The procedure followed in disciplinary matters is outlined in the current issue of the student handbook or on the University's website.

## SANCTIONS

The following sanctions shall be effective at all universities under the jurisdiction of the University of Louisiana System:

1. Any student who is found to have violated any of the rules of personal conduct may be sanctioned up to and including suspension, dismissal, or expulsion. If the violation is found to be of a serious nature, such student shall at minimum, be suspended or dismissed for one academic year.
2. A visitor to the campus, found to have violated any rules of personal conduct, may be denied admission to the university. If the violation is found to be of a serious nature or to have contributed to disruption, the visitor shall, at a minimum, be denied admission or employment for twelve months.
3. The President of the University is authorized to bar from the campus any student, who has committed an act of misconduct in violation of the rules of personal conduct and whose presence on the campus constitutes a clear and present danger to the orderly processes of the university.

## SEPARATION FROM THE UNIVERSITY

**Students who are found responsible for serious violations of the Student Code of Conduct or who habitually violate the Student Code of Conduct may receive a sanction that separates them from the University. Such sanctions could include the following:**

1. **Disciplinary Suspension:** Involuntary separation of the student from the University for a definite period of time, after which the student is eligible to apply for readmission, assuming no intervening serious misconduct has occurred. The student is placed on disciplinary probation for the first semester following return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering any Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and/or the records of the students who are involuntarily separated from the University for the period of separation.
2. **Disciplinary Dismissal:** Involuntary separation of the student from the University for a definite period of time and without a guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof lying with the student. Conditions for consideration of readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and/or the records of the students who are involuntarily separated from the University for the period of separation.
3. **Disciplinary Expulsion:** Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold will be placed on the ability to register and may be placed on the records of the students who are involuntarily separated from the University.

## STUDENT PUBLICATIONS

The Office of Student Publications oversees the publication of *The Lion's Roar*, the student newspaper, and *Le Souvenir*, the student yearbook, in addition to other handbooks and publications. The newspaper and yearbook are a forum for the free expression of opinions and comments and the exchange of ideas and the dissemination of information as provided by the First Amendment. The Office of Student Publications provides students with a working environment that fosters the development of skills in journalism, leadership, time management, human relations, teamwork, and fiscal responsibility.

## CAREER SERVICES

The Office of Career Services (CS) provides career counseling and post-graduation job placement assistance to juniors, seniors, graduate students, and alumni. CS also provides assistance in locating off-campus employment opportunities, in the Northshore area, to all classifications of currently enrolled students.

Career counseling services include individual and group sessions to discuss career goals, develop resumes and cover letters, and polish job interviewing skills. Career assessment is also available to clarify in-

terests and personality strengths as they relate to appropriate career choices. Job placement assistance services include on-campus interviews, resume referrals, job vacancy postings, and campus-wide career fairs. Students interested in any of these services should register with the Office of Career Services.

## **UNIVERSITY COUNSELING CENTER**

The University Counseling Center (UCC) offers professional mental health counseling services to assist with personal and social concerns. Individual, couples, marriage, family, and group counseling is available to all students, faculty, and staff. The staff also provide emergency services after hours.

Professional services are confidential except in cases of danger to self or others, evidence of child/elder abuse or neglect, court order, written permission of the client to disclose, or if the counselor is legally challenged by the client. UCC staff adhere to the American Counseling Association's Code of Ethics and the Code of Ethics of the Louisiana License Professional Counselors Board of Examiners. The Center is accredited by the International Association of Counseling Services, Inc.

## **STUDENT DEVELOPMENT**

The Division creates personal development opportunities for all students through its wide range of programs that are designed to enhance the quality of student life. Under the direction of the Assistant Dean of Student Development, many services such as activity registration, campus calendar compilation, off-campus visitation, sign posting procedures and approvals, and oversight of the University's alcohol policy are also provided.

Other student development areas include:

## **MULTICULTURAL AND INTERNATIONAL STUDENT AFFAIRS**

The Office of Multicultural and International Student Affairs works to create a campus environment that encourages and welcomes diversity. The office coordinates a wide range of programs and services in cooperation with academic departments, student organizations and other student support units. These activities assist students in achieving academic success and provide the campus with avenues for learning about and celebrating new cultures and diverse ways of thinking.

## **LEADERSHIP DEVELOPMENT/STUDENT ACTIVITIES**

Students are provided many opportunities to enhance their leadership skills through the Office of Leadership Development/Student Activities. A variety of programs are offered such as the Freshman Leadership Class, the emerging leaders experience, Freshman Convocation, and the annual LEAD retreat, among others. The office also handles voter registration and the Miss Southeastern pageant.

## **RECREATIONAL SPORTS AND WELLNESS**

The Office of Recreational Sports and Wellness provides students with opportunities to participate in a variety of sport/recreational related events that help stimulate learning and personal development. Based in the Pennington Student Activity Center, the department offers intramural sports, sport clubs, special events, fitness classes, and other activities throughout the year to meet student recreational needs as well offer as an outlet for relaxation and socialization.

## **STUDENT ORGANIZATIONS/GREEK LIFE**

Student and Greek organizations are vital to Southeastern's campus life and provide varied opportunities for students to enhance classroom experiences through interaction with individuals of varied interests, ideas, and values. The Office of Student Organizations/Greek Life oversees approximately 80 student organizations that include fraternities and sororities, honor societies, departmental, religious, service and special interest groups. The following organizations are presently active at Southeastern:

## **DEPARTMENTAL ORGANIZATIONS**

American Marketing Society, American Society of Safety Engineers, American Welding Society, Association for Computing Machinery, Biological Graduate Student Organization, English Club, Financial Management Association, German Club, Human Resource Management, LeCercle Francais, National Association of Industrial Technology, National Speech, Language, & Hearing Association, Organizational Communication Association, SLU Association of Family & Consumer Sciences, SLU Horticulture Club, Social Work Club, Spanish Club, and Student Nurses' Association.

### **Fraternities**

Alpha Phi Alpha, Delta Tau Delta, Kappa Alpha Order, Phi Beta Sigma, Sigma Tau Gamma, Tau Kappa Epsilon, Theta Chi, and Theta Xi.

### **Sororities**

Alpha Kappa Alpha, Alpha Omicron Pi, Alpha Sigma Tau, Delta Sigma Theta, Phi Mu, Sigma Sigma Sigma, Theta Phi Alpha, and Zeta Phi Beta.

### **Governing Councils**

Interfraternity Council, Panhellenic Council, Pan-Hellenic Council, and Leaders' Council.

### **Honor Societies**

Alpha Sigma Lambda, Beta Alpha Psi, Beta Gamma, Biological Graduate Student Organization, Chi Sigma Iota, Delta Omega Alpha, Gamma Beta Phi, Kappa Delta Pi, Order of Omega, Phi Kappa Phi, Phi Sigma Pi, and Sigma Theta Tau.

### **Religious**

Baptist Collegiate Ministries, Campus Outreach, Catholic Student Association, International Student Ministry, Latter Day Saint Student Association, Living Room Campus Ministry, SLU Gospel Choir, SLU on the Rock, and Wesley Foundation.

### **Service Organizations**

Campus Activities Board and Student Government Association.

### **Sports**

SLU Rugby Club, SLU Soccer Club, and Track Phi Track.

### **Special Interest**

Black Student Union, Broadcast Society, Circle K, College Democrats, College Republican, Creative Writers' Group, Danceworks, Dream Team, Earth Festival Council, International Political Simulation Organization, International Student Organization, Italian Club, N.A.A.C.P., Press Club, PRIdE, Project: IMPROV, Public Relations Student Society of America, Roomie Aides, Shindoryu Aikijutsu Association, SLU Criminal Justice Association, SLU Rodeo Association, SLU Society for Collegiate Journalists, Sociology Club, Student Council for Exceptional Children, and Visual Arts Society.

## **STUDENT GOVERNMENT ASSOCIATION**

Southeastern's Student Government Association (SGA), of which each student is a member, is the principle organization of the student body. The SGA provides student representation to the faculty, administration, and community.

The SGA constitution provides for a three-branch system of government that includes executive, legislative, and judicial units. Executive and legislative officers are elected by the student body, while judicial representatives are appointed by the SGA President with the consent of the Senate.

## **CAMPUS ACTIVITIES BOARD**

Southeastern recognizes the value of extracurricular and co-curricular activities both as an integral part of the educational process and as a means of relaxation and entertainment for students. The Campus Activities Board (CAB) is a student-supported, student volunteer organization whose purpose is to enhance the educational process by allowing students to plan social, cultural, and entertainment programs for the campus community.

## **HOUSING AND LIVING ACCOMODATIONS OFF-CAMPUS HOUSING PERMISSION**

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 residence halls 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 Supervisors for the University of Louisiana System may be exempt from the on-campus residency requirement. Exemption information and claim forms may be obtained from the Office of the Assistant Dean of Student Development. Students found violating the policy as stated above will be required to move into the residence hall system 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.

To be considered for exemption from the on-campus residency requirements, students must complete the appropriate application form. Forms must be submitted at least 25 days prior to the first day of registration for a semester in order to ensure full consideration. 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. Forms are available in the Office of the Assistant Dean of Student Development.

When a male or female student is granted permission to reside off-campus, the University assumes no responsibility for the living arrangements and supervision of that student.

## **UNIVERSITY RESIDENCE HALLS**

The University provides living quarters for approximately 2,000 students in campus residence halls. Continuous efforts are made to provide educational, social, and cultural advantages as part of the experience in group living for the residents of these halls.

Students who live in the Southeastern Louisiana University residence halls are required to purchase a meal plan. When a plan is chosen, the student agrees to abide by his/her choice for the full semester. If a resident student fails to select a meal plan during the registration process, the default meal plan will automatically be selected for him/her. Declining balance dollars may be added at any time in increments of \$25. Declining balance dollars roll over from Fall to Spring semesters only. Prices are subject to change if conditions make it necessary. Only students with meal plans and students purchasing meals on an individual meal basis will be admitted to the cafeteria. (See the fees and expenses section of this catalog for rates.) All purchases made on the student's account must be made by the individual whose name appears on the account.

Meal plans are non-transferable. Any student permitting someone to use his/her meal plan and/or borrowing another student's ID is subject to disciplinary action.

The Director of Student Housing and Residential Services is in charge of residence halls and is responsible for the housing and proper conduct of students. The Director is assisted by an Associate Director, Assistant Directors, and an Area Coordinator, along with Resident Assistants and Hall Directors for each residence hall. They provide services to students regarding the educational, social, and cultural experience of group living.

The administration of the residence halls is based on the premise that students are endeavoring to do their best, observing the democratic principles of consideration of others, so that students may pursue their chosen courses of instruction in a manner which will be both to their credit and to that of the University. Students who fail to comply with all residence hall regulations are subject to disciplinary action.

Laws, regulations, and rules represent best efforts to create a livable society and to induce socially acceptable behavior. Students at Southeastern Louisiana University are expected to be mature, law abiding, and responsible in their general behavior. Accordingly, they are expected to obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct, and in general, conduct themselves in a manner which brings credit to themselves and to the University.

In addition to national, state, and local laws, students are expected to obey University regulations. These regulations state clearly some things which students must do and some specific things which students must not do if they wish to remain associated with the institution.

**THE UNIVERSITY DOES NOT ATTEMPT TO DEFINE BY FORMAL RULES EVERY ACTION THAT IS FORBIDDEN. In situations not covered by specific regulations, a student should use common sense and be sure that his/her conduct is at all times consistent with that expected of a mature, responsible individual who has high ethical standards.**

Students living in the residence halls should be aware of specific regulations and policies. All rooms are equipped with air conditioning, bed, desk, closet, and telephone jack. Students should bring a phone, pillows, blankets, towels, sheets, and a bedspread for a twin size bed.

NOTE: The mattress is 80 inches long. A student's room is his/her home at Southeastern Louisiana University. The student has the right to privacy in her/her own room.

However, in order to meet emergency situations, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce University regulations, the University reserves the right to enter students' rooms.

## **APPLICATION FOR ROOMS IN THE RESIDENCE HALLS**

Only regularly enrolled full-time, unmarried students will be eligible to live in the residence halls without special permission. Part-time students may be granted special permission from the Director of Student Housing and Residential Services to reside in the residence halls. Request for room reservations for students should be made to the Office of Student Housing and Residential Services in Lee Hall Suite 100.

Applications for room reservations must be sent to the Controller's Office accompanied by a \$50 processing fee and \$100 pre-payment. The \$100 pre-payment will be credited to the students' invoice at the time of registration. Room reservations will not be considered until the application and the \$150 has been received. Room reservations will not be considered until the Office of Admissions has received a completed Application for Admissions Form. The application deadline for University housing is July 15<sup>th</sup> for the Fall semester, December 1<sup>st</sup> for the Spring semester and May 1<sup>st</sup> for the Summer semester. The \$50 processing fee is a one time fee for as long as the student's housing application status remains current. There is a \$50 late fee for applications received after July 15<sup>th</sup> for the Fall semester, December 1<sup>st</sup> for the Spring semester, and May 1<sup>st</sup> for the Summer semester.

Students applying after the deadline must submit the \$50 late fee plus room payment in full along with the housing application. Students not currently residing in the residence halls may request to transfer their housing application and application fee to another semester without penalty, but must do so in writing prior to the July 15<sup>th</sup> Fall semester deadline, the December 1<sup>st</sup> Spring semester deadline, and/or the May 1<sup>st</sup> Summer semester deadline. The \$50 processing fee and the \$50 late application fee are non-refundable. The \$100 room pre-payment is non-refundable and non-transferable after the application deadline.

## **REASSIGNMENT**

Students currently living in the residence halls must submit a reassignment application and pre-payment to the Controller's Office prior to the application deadline for the student's application to remain current. Residents who do not submit the reassignment application and make pre-payment will lose assignment priority, and their application will be cancelled.

## **ACADEMIC YEAR HOUSING**

*Nine-Month Academic Year Housing* – allows the student to reside on campus for the period from the first day of classes in the Fall semester through graduation in the Spring semester. Students are required to enter into a binding contract for that period of time. There are no refunds. Applicants are asked to review the contract and all policies and restrictions on cancellations and refunds.

## **CLAIMING RESIDENCE HALL RESERVATIONS**

Student Housing and Residential Services does not guarantee assignment to a particular type of accommodation or final admission to the University. Assignment to rooms in the residence hall will be made in accordance with the established policy for priorities and on the basis of available housing space. Room assignment is contingent upon final acceptance for admission and upon receipt of full payment. Academic Year Housing is available upon request. See the Office of Student Housing and Residential Services for further details. Rooms may be occupied ONLY by students to whom they are assigned. Rooms may not be sublet to another person. Applications received after the deadlines may be denied building or roommate preference. Applicants are advised to apply early. Building and room assignments are made in the following order:

- Students in residence hall from preceding semester
- Students by date of application and fee received
- Students after the deadline as space is available

Students will be mailed confirmation of application and payment as well as building assignment. Students will receive room and roommate assignments upon check-in. Applicants must make all payments by the last day of regular registration (fee payment deadline). Failure to make full payment prior to the fee payment deadline will result in cancellation of room, application, application fee, and pre-payment. Residence halls will open one week prior to the first day of class. All university fees must be paid in full prior to claiming a room.

The halls will close after final exams on the day of graduation in the Fall and Spring.

## CLAIMING A ROOM

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

The above information applies to all residence halls, not to Southeastern Oaks nor the Organizational Houses on north campus.

## SOUTHEASTERN OAKS

Southeastern Oaks is considered a transitional residential housing community with two bedroom and four bedroom units. The unique design allows students a private bedroom and shared living area. All units are completely furnished. Students must have a minimum 2.0 GPA, be registered full-time, and in good standing. In addition, students must have completed at least 30 credit hours. A non-refundable processing fee of \$175 is due with the application. Policies, procedures, and additional criteria may be obtained from the Southeastern Oaks leasing office on the north campus or by calling (985) 549-5998.

## CAMPUS DINING SERVICES

Southeastern Louisiana University has a continuing commitment to offer quality dining programs and facilities that reflect the lifestyles of today's college student. Our campus dining program provides a unique combination of specialty restaurants offering a variety of food choices. Two types of restaurants are featured in Campus Dining Services: 1) Cayman Café –an all you can eat location; 2) retail locations- Subway, Burger King, Chick-fil-A, Roomie's, The Lion's Den.

## MEAL PLANS

Southeastern Louisiana University has a mandatory meal plan policy for resident students. The following meal plan options were available as of Fall 2002:

### ***The Lion Plan***

Unlimited Meals in Cayman Café all you can eat cafeteria. Includes \$85 in declining balance. Available to all students. (\$935)

### ***The Cub Plan***

Four (4) meals per week in Cayman Café. Includes \$615 in declining balance. Available only to students who have completed 24 credit hours or more. (\$940)

### ***The Pack Plan***

150 Meals per semester in Cayman Café. Includes \$80 in declining balance. Available to all students. This is the default plan if a student does not choose a meal plan during registration. (\$825)

Additional declining balance dollars can be purchased at any time through the campus dining office or by calling (985) 549-2286.

### ***Commuter Meal Plan***

This plan gives any non-resident student access to any of the campus dining locations at any time. The commuter meal plan is all declining balance dollars and rolls over from Fall to Spring. (\$250)

## CAMPUS DINING SERVICES LOCATIONS

- A. Cayman Café – is the main cafeteria featuring an all you can eat menu. Numerous choices range from a salad bar, home-style entrees, burgers, deli sandwiches, and fresh pasta dishes, to name a few.
- B. Lion's Den – a retail location which features Burger King, and other fast food choices including pizza, fried chicken, snacks and more.
- C. Subway – a stand alone Subway featuring all of your favorite Subway sandwiches and salads
- D. Roomie's – a retail location featuring STARBUCKS coffee, muffins, bagels, cookies, and other snack items
- E. Chick-fil-A and Home Zone – a retail location next to Cayman Café. This area features traditional Chick-fil-A favorites and New Orleans style poboys.
- F. Roomies.Com – located on the north campus in The Village. Featuring Java City coffee, Ben and Jerry's ice cream, pre-made sandwiches and a convenience store.

Once a student selects his/her meal plan during registration, the entire amount must be paid by fee payment deadline. All meals can then be purchased by presenting the Southeastern ID card. University ID cards are issued by the ID office to all registered students.

## **LION'S LAGNIAPPE OFFICE**

Every student enrolled at Southeastern Louisiana University must have a student ID card. A valid picture identification (driver's license, passport) or proof of date of birth are required when having an original student ID card made. The student ID automatically becomes valid each semester after fees are paid in full.

The student ID card is used to access the Lion's Lagniappe Account. This is a campus wide account established to reduce the need to carry cash while on campus. The Lion's Lagniappe Account is accepted in vending machines, copy machines, campus dining locations, retail bookstore, campus copy center, etc. The Lion's Lagniappe account can be established three ways: 1) by filling out an application and mailing it or taking it to the Controller's Office (minimum \$25); 2) by going to one of the two Lion's Lagniappe Value Terminals; 3) by selecting the Lion's Lagniappe account during registration (minimum \$100). Money can be added to the account at any time during the semester and will roll over from semester to semester as long as the student is enrolled.

Refunds on balances over \$25 are only issued at the end of a semester or if a student withdraws from the University. There is a \$10 processing charge for refunds. Refunds of accounts which were paid with financial aid funds will be reimbursed to the financial institution.

Lost or stolen Student ID cards should be reported immediately to the Lion's Lagniappe Office or University Police Department. When the card is reported lost or stolen, it immediately becomes invalid.

The card holder assumes full responsibility for the safekeeping of the ID card. A \$15 fee is assessed to replace an ID card.

The ID card is restricted to the person to whom it is issued. The card will be confiscated if it is used by anyone other than the person to whom it was issued. Violation of this policy will result in disciplinary action including possible dismissal.

The ID card is the property of Southeastern Louisiana University. It becomes invalid upon termination or interruption of enrollment. If the student re-enrolls in the University, the same ID card will be re-validated automatically. A \$15 fee will be assessed if a new ID card is required.

**Southeastern ID must be carried at all times while on campus.**

## **POST OFFICE**

The University Post Office is a contract station of the Hammond United States Post Office and is under the supervision of the Associate Director of Auxiliary Services. Hours of operation are consistent with the University calendar. Anyone wishing to receive mail while on campus must rent a post office box. Rent for a post office box is \$16 per semester (Fall and Spring) with a \$5 key deposit.

## **TEXTBOOK RENTAL**

The Textbook Rental System issues all hardcover textbooks on a student fee system at a per course charge. The charge is included on the student invoice and is refundable only upon resignation on or before the last day of regular registration or when a course is dropped and the book returned by the drop/add deadline.

Textbooks are issued by barcode number and students are required to return the book that was issued to them in good condition and undamaged. Lost, wet, mildewed, or damaged books must be purchased. All purchases of rental textbooks are final.

Students must present their Southeastern Student ID card to check out their books.

Students are required to return the book(s) issued to them by the Monday after final exams.

A \$7.50 per book fine will be assessed on any book not returned by the Monday after final exams deadline.

Any book not returned by the Friday after final exams must be purchased for the full retail value of the book(s).

Any student resigning from the University or withdrawing from any class, must return all rental textbooks prior to leaving.

## **RETAIL BOOKSTORE/CONVENIENCE STORE**

Follett Higher Education Group currently holds the contract for the operation of Southeastern's retail bookstore/convenience store. The bookstore carries a complete line of Southeastern gifts and accessories, greeting cards, office supplies, backpacks, and textbooks. All refunds require a cash register receipt.



Full refunds will be in effect during the first two weeks of classes as long as the books are in excellent condition. No refunds will be given on books purchased during final exams or the last week of classes.

Merchandise may be refunded only with a register receipt, all tags still attached and in new condition. Magazines, newspapers, study guides, exam booklets, periodicals, etc are non-refundable.

Students are advised that college rings may be ordered and cap and gown purchase is available in the Fall and Spring.

## **STUDENT UNION**

The War Memorial Student Union is the community center of the University. The Student Union provides services and conveniences to the students, faculty, and staff during their daily life on campus. Services available in the Student Union include the Game Room, ATM machines, Post Office, The Document Source, Retail Bookstore, Lion's Den, and Subway. Meeting rooms are also available and may be reserved by using the on-line reservation form. Various audio visual equipment may be reserved in these room as well as catering services.

## **UNIVERSITY POLICE DEPARTMENT**

The Southeastern Louisiana University Police Department is a service and safety oriented department with broad enforcement powers and is dedicated to providing an atmosphere in which the mission of the University can be accomplished. The officers are commissioned through the Louisiana Department of Public Safety under the provisions of the Louisiana Revised Statutes, Section 17:1805. Crime prevention and student safety is a priority and representatives of this department are actively involved in instructional and educational outreach. University Police has jurisdiction over all university properties. Jurisdiction is extended to off campus locations when requested by other law enforcement agencies.

The University Police Department provides a full range of law enforcement services, including criminal investigations, accident investigations, emergency services, and crime prevention education. The department operates 365 days a year, 24 hours a day, 7 days a week.

If an arrest is made, the individual will be transported to the Tangipahoa Parish Jail (felony) or to the Hammond City jail (misdemeanor) for booking. All females are taken to the Tangipahoa Parish Jail. Violations of University regulations which are not criminal offenses will be reported to the University Chief Judicial Officer for further action.

The University Police Department reports the numbers and types of crimes monthly to the United States Department of Justice, the Louisiana Commission on Law Enforcement, and to the Board of Supervisors for the University of Louisiana System.

University Police can be reached by dialing (985) 549-2222.

## **MOTOR VEHICLES**

**All** students and employees of the University are required to purchase a parking hang tag prior to parking on campus. All visitors are required to register their vehicle with the University Police Department and receive a temporary parking tag. Any vehicle parked on campus without a current parking tag will be issued a ticket which carries a \$25 fine.

## **CAMPUS PARKING REGULATIONS**

Campus parking regulations are explained in detail in the Parking Regulations brochure provided to each individual who registers a motor vehicle at the University Police Department.

Parking areas on Southeastern's campus are designated and marked specifically faculty/staff, resident student, freshmen commuter, upper class commuter, and motorcycles. Handicapped and maintenance vehicle parking spaces are clearly marked. These are indicated by color code on the Campus Map.

All students, faculty, and staff are responsible for knowing and understanding the regulations, where they are authorized to park, the campus speed limit, and enforcement procedures.

Unauthorized parking in a handicapped space will result in a \$275 ticket in accordance with state law. Individuals requiring the use of the handicap spaces must receive a handicap parking hang tag from the University Police Department.

The University Police Department is not authorized to jump start or unlock any motor vehicle with any device, but may call an auto service company or locksmith to assist drivers with problems.