

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 stationary 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

interests 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, Omega Phi Phi, Sigma Tau Gamma, Tau Kappa Epsilon, and Theta Chi.

Sororities

Alpha Kappa Alpha, Alpha Omicron Pi, Alpha Sigma Tau, Delta Sigma Theta, Phi Mu, Sigma Gamma Rho, 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 and apartments. 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. 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 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.

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 or their agent 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 Housing Administration to reside in the residence halls.

CLAIMING RESIDENCE HALL RESERVATIONS

Southeastern Louisiana University 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. Rooms may be occupied ONLY by students to whom they are assigned. Rooms may not be sublet to another person. 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

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, Food Court, Java City, and Internet Cafe.

MEAL PLANS

Southeastern Louisiana University has a mandatory meal plan policy for resident students. The following meal plan options were available as of Fall 2003: **Prices subject to change.**

The Lion Plan

Unlimited Meals in Cayman Café all you can eat cafeteria. Includes \$60 in declining balance. Available to all students.

The Cub Plan

Four (4) meals per week in Cayman Café. Includes \$625 in declining balance. Available only to students who have completed 24 credit hours or more.

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.

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. Java City and Internet Café – a retail location featuring designer coffee, pastries, and more.

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 Campus Card Operations to all registered students.

CAMPUS CARD OPERATIONS

Every student enrolled at Southeastern Louisiana University must have a Student ID card and must carry ID at all times. 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, the University Bookstore, The Document Source, 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 Campus Card Operations 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 Student 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) plus 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 is returned by the drop/add deadline.

Textbooks are issued by barcode number. 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 the first business day following final exams.

A \$7.50 per book fine will be assessed on any book not returned as previously specified.

Any late book used during Fall and Spring semesters not returned by the Friday after the end of final exams must be purchased. Books used during summer not returned by Friday the week of finals must be purchased. Accounts for books that were not returned will be turned over to a collection agent and the student will pay collection/attorney fees.

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

UNIVERSITY BOOKSTORE

Follett Higher Education Group currently holds the contract for the operation of Southeastern's University Bookstore. 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, University Bookstore, Lion's Den, and Subway. Meeting rooms are also available and may be reserved by using the on-line reservation form. Various audiovisual equipment may be reserved in these rooms 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/decal 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.

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.

PROJECT SAFE CAMPUS

Project safe campus is an initiative of the Division of Student Affairs to educate and heighten awareness regarding issues of safety. Presentations on suicide prevention, sexual assault prevention, domestic violence, alcohol and drug abuse prevention, etc. are offered each semester.