

2017-2018

Greek Resident Guidebook



SOUTHEASTERN
LOUISIANA UNIVERSITY
UNIVERSITY HOUSING

University Housing reserves the right to update this publication as needed throughout the academic year.
Please reference the University Housing website for policy updates.
southeastern.edu/admin/housing/forms

Welcome to your home away from home!

University Housing at Southeastern Louisiana University is convenient, comfortable and a great way to meet other Southeastern students and get involved on campus. Our 10 residence halls, apartments and Greek houses offer more than a place to sleep or study --they offer community, connections to Southeastern and Hammond, and an ethic of care.

You'll meet students from all over the world, many with vastly differing backgrounds, but often with 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 happy living environment.

Go Green
Go Gold
Go Lions!

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WELCOME

Welcome to on-campus living, a new and exciting way of life! Through informal programs and special activities, University Housing provides students with a living, learning experience. You will develop many meaningful friendships, find study partners enduring the same hardships, experience differing value systems and roles, and broaden your knowledge of the world around you. This information represents an overview of the rules, policies, and regulations for all students residing on Southeastern's campus. There are many points of interest omitted, 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 residential facilities, and other university publications; Lion's Roar, Student Handbook, and University Catalogue.

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.

UNIVERSITY HOUSING

University Housing is a department within Auxiliary Services and the Division of Administration and Finance.

University Housing facilities are comprised of eleven residence halls, organizational houses, and Southeastern Oaks apartments. These facilities house approximately 2,400 students.

Our contemporary residence hall facilities provide all modern amenities; including climate control, internet, digital cable television, and moveable furniture. Zachary Taylor Hall and Cardinal Newman Hall, our traditional residence halls, feature internet and cable television. Our organizational houses are offered to campus recognized Greek organizations, and all feature an organizational parlor, climate control, internet, and cable television. Southeastern Oaks apartments house upper-class students who have completed 30 credit hours of course work and maintain a minimum 2.3 GPA. Two or four bedroom options are available, all featuring fully functional kitchens, climate control, internet, and cable television. All residential facilities come furnished and all residential facilities are NON-SMOKING.

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

All facilities are supported by the University Physical Plant Services for maintenance problems. Students may report maintenance problems to a 24-hour phone line, FIXX or extension (985)549-3499, as well as reporting emergencies to University Police, (985)549-2222. Internet and telephone problems should be reported Monday through Thursday to Client Services 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 like the Office of Disability Services, Multicultural Affairs, Academic Departments and the 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 that 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 throughout the buildings in Southeastern Oaks apartments and the Village; he or she is there to aid you whenever possible. Each RA is selected for 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. Each RA is responsible for approximately 40 resident students.

As a member of the University Housing Staff, the Resident Assistant has a variety of responsibilities. Your Resident Assistant 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 effective methods to address and help all residents adhere to floor, hall, and university regulations.

HOUSE MANAGER

The House Manager is a member of the organization who serves as a liaison between the organization and the Office of 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 the Office of 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 a mandatory training each semester through University Housing.



RESIDENCE HALL ASSOCIATION

The Southeastern Louisiana University Residence Hall Association is an on-campus organization that encourages residents to play an active role in residential life by advocating for residents, providing events within the residence halls, and offer leadership opportunities to improve the residents on campus experience and life after Southeastern Louisiana University.

The Residence Hall Association will provide a voice for all residents by creating an open, diverse, and empowering environment in which students can participate and grow.

President:

- Facilitate general and executive committee meetings
- Serve as SLU RHA liaison for NACURH
- Serve as RHA Liaison for the Office of Student Engagement

Vice President for Communications:

- Record and distribute minutes of executive committee and general meetings
- Maintain record of attendance at meetings and events
- Maintain membership roster and contact information

Vice President for Involvement:

- Recruit residents to attend RHA meetings and events
- Coordinate RHA informational/interest meetings and retreats
- Oversee the distribution of welcome letters to new members

Vice President for Public Relations:

- Create online newsletter
- Oversee all marketing and advertising materials
- Submit publications to Lions Roar

RHA plans several activities for students living on campus; making Southeastern a welcoming and vibrant place to live! For more information please visit our website or social media:

For more info!
Email:
rha@southeastern.edu
Website:
southeastern.edu/admin/housing/rha/

RHA
RESIDENCE HALL ASSOCIATION
SOUTHEASTERN LOUISIANA UNIVERSITY

Follow us on Social Media
Facebook: [slu.rha](https://www.facebook.com/slu.rha)
Instagram: [slu.rha](https://www.instagram.com/slu.rha)
Snapchat: [slu.rha](https://www.snapchat.com/add/slu.rha)

DON'T JUST LIVE. LEAD!

STATE BOARD POLICIES

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 application 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 Assistant Vice President 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 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.

Title IX (1972)

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.

APPLICATION

Only regular enrolled, full-time, unmarried students are eligible to live on campus without special permission. Students not enrolled as full-time may be granted special permission from the Director of University Housing to reside on campus. Students wishing to reside in organizational housing must be placed on the organization's floor plan that is submitted to the University Housing office. Details about floor plan submission are available in Appendix A.

With the exception of new freshmen, residents must have a 2.0 overall GPA at the time of application to the residence halls and organizational housing. All residents must retain a 2.0 overall GPA to remain in the residence halls and organizational housing. Apartment residents must have a 2.3 cumulative GPA and sophomore standing at the time of application, and must retain a 2.3 overall GPA to remain in Southeastern Oaks Apartments. 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).

The housing application portal can be found at southeastern.edu/liveoncampus, then click "Apply Now." Applications for University Housing must be submitted via this portal and must be accompanied by the processing fee (\$100) and prepayment (\$300). Students must be considered fully admitted to the University in order to access and complete the application.

Student Classifications:

New Freshmen are defined as any student with a freshman classification who is not currently a resident of University Housing.

Non-Resident Returners/Greek Non-Resident Returners are defined as any student with sophomore or greater classification who is not currently a resident of University Housing.

Returner/Greek Returners are defined as any student (regardless of classification) who is currently a resident (in room) of University Housing.

Application and Prepayment Fees: Housing applications require a prepayment of \$300 to cover all housing types. A processing fee of \$100 will be required for all applications submitted by new students and from returning residents applying after the application deadline. The late fee of \$50 will apply to applications submitted after the deadlines.

All applications for organizational housing must be submitted by June 15th for the Fall semester and November 15th for the Spring semester. Applications received after these deadlines must include a processing fee, \$50 late processing fee, and the prepayment.

All Greek Returners and Greek Non-Resident Returners 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. **NOTE: Greek Returners residing in Greek Village must apply for the next agreement term while they are a current resident "in room" to avoid paying the \$100 processing fee.** A \$50 additional late fee if submitted after the June 15th or November 15th deadlines. A student's application is considered complete and eligible for assignment when the student has been fully admitted to the University, the online housing application has been submitted, 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 allocation (depending upon completion date of application).

The processing fee is a one-time fee as long as the student's application status remains current. During the Spring 2018 semester, residents must reapply and submit a prepayment as required for the Fall 2018 semester prior to the deadlines for that semester. Residents living in organizational housing must contact their organizational House Manager for information on how to continue their housing agreement for the next term.

Residents are charged on a semester basis for Greek housing. Housing payments are due along with all other charges by the university fee bill 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 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).

PART-TIME STUDENT INFORMATION

Only regular enrolled full time students are eligible to live in on-campus housing; however, dropping to part-time status does not terminate this agreement. Students not enrolled in 12 course hours or who drop below 12 hours must submit a "Permission to Remain in the Residence Hall as a Part-Time Student" request online via the Housing website. The online form will be emailed to residents below 12 hours. If approved, the student

will be placed on Residence Hall Probation. Any infractions of the rules and regulations as outlined in the Student Handbook including the Resident Guidebook could result in removal from University Housing.

ACADEMIC STANDARDS

If a student living in organizational housing drops below a 2.0 overall GPA, the student may submit a housing appeal to be considered for continued living in University Housing. Some organizations may require residents to maintain a higher grade point average than the University Housing minimum requirements. In the instance of the organization removing someone due to a low grade point average, the University Housing office will work with the resident based on space availability for relocation. Academic appeals for University Housing must be submitted to the housing office by 4:30 p.m. on Wednesday, December 13, 2017, for the Spring 2018 semester and by 4:30 p.m. on Wednesday, May 16, 2018, for the Fall 2018 semester. Appeals will not be accepted after the deadline.

All residents below the minimum grade point average requirement will complete an academic intervention plan (to be determined). 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 OR 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.

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 placed contingent on space availability. 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.

All housing resident students in the residence halls or organizational housing are required to maintain a 2.0 overall grade point average or must earn a 2.0 GPA on 12 hours or more from the previous semester.

VILLAGE RESIDENT AGREEMENTS

Students residing in organizational houses in the Village are assigned for six month agreement periods, (1) July 1st through December 31st and (2) January 1st through June 30th. 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).

All students not returning for the next agreement period MUST be properly checked out of their rooms by a Resident Assistant by the check-out deadline communicated to the House Manager. Students not correctly checked out by this date will be charged a \$250 improper check-out fee. 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 deadline that they remain in housing unless they have made prior arrangements with the University Housing staff.

Summary of Potential Fees for Improper Checkout

- Improper Check out fee - \$250.
- Daily Room Rate - assessed for each day student is not properly checked out starting the week residence halls reopen to students for Spring 2018; based on current room rate
- Student Belongings Storage/ Disposal fee - \$300 (items stored for max of 30 days)
- Lost Room Key - \$50 per key
- Lost Mailbox Key - \$25 per key
- Cleaning Fees (if applicable)
- Lock Change- \$100 per lock (if student does not return keys).
- Damages – will be determined by Housing staff

Cancellation During Agreement Period

If a student wishes to cancel 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 cancellation, the student has 48 hours to vacate the residential facility. The student must return all assigned keys and follow appropriate check-out procedures as outlined in the section titled Resident Check-Out of this guidebook.

NO CREDITS will be issued for any unused portion of the student's room rate once the student has checked-in to the room (received keys).

REAPPLICATION PROCESS

Returning 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, 2018, during the fall semester. Students will be notified of meeting dates and times where staff will review the process and give out very important information on how to reapply for housing. All returning students will be required to go through the reapplication process, as well as submit the prepayment to the Controller's Office and must be pre-registered for the Spring 2018 semester.

Residents wanting to return for July 1-December 31, 2018, 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 by May 15, 2018. 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. NOTE: 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 Greek non-resident returners and will be charged the \$100 processing fee according to the Terms and Conditions.

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 is non-refundable.

Credit of the housing prepayment is refundable if the request is made in writing prior to June 15th for the Fall semester and November 15th for the Spring semester or if the student is academically ineligible at the end of the 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 his/her 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 PRO-RATED REFUNDS are given for DISCIPLINARY REMOVAL from on-campus housing.

HOUSING ASSIGNMENTS

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. Greek residents are assigned by the floor plan submitted by the organization. Non-Greek returning residents who complete the online application after the published deadline will be assigned via the auto allocation method considering the preferences listed in their housing application. Assignments will be based on space availability. Returning students who apply after May 15th will lose their returning resident priority and will be assigned via the auto allocation method along with new applicants. Preferences will be considered, however, assignments will be based on space availability.

Males and females will not be assigned to the same room or apartment.

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.

University Housing reserves the right to consolidate assignments due to lower enrollment or maintenance updates. The University reserves the right to require a student to share a room with a roommate based on space availability.

If a student moves from one on-campus residence to another and has a vehicle registered with University Police, the student must verify with University Police that the proper parking decal is being used. A fee will be assessed 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 change the room assignment of any student, to deny residence or limit access to any student, or dismiss a student from a residence hall at any time such action is deemed necessary for the best of all concerned. Any individual who must register as a sex offender is prohibited from living on campus in a University residential facility. Shared rooms are to be occupied by 2 persons (with the exception of designated triple occupancy rooms) of the same gender. In case one of the occupants does not claim his/her assigned double room space or moves, the student who remains agrees to accept another roommate, or may be required to move to another shared room upon request ("consolidation").

RESIDENT CHECK-IN FOR ORGANIZATIONAL HOUSING

Each resident will be informed of the date, time, and location of his or her check-in to on-campus housing. Rooms may be occupied **ONLY** by students to whom they are assigned. **Rooms may not be sublet to another person.**

At check-in, a University Housing staff member will:

1. Have the resident complete a personal data card (PDC).
2. Issue the resident a room key and building key.
3. Give the resident a Room Inventory Contract that has been completed by the RA for that building/floor. The resident has 24-hours after signing the contract to contest any damages and return the resident copy of the inventory to the Resident Assistant or University Housing Office. After that time, the resident is responsible for the signed contract and all of its terms.
4. Give the resident the yellow copy of the contract, which also lists minimum charges for damages and other pertinent information.
5. File the original in the housing office until the resident checks out of the residence hall.

RESIDENCE HALL OR ROOM CHANGE REQUEST

Residents may request a change in assignment type (i.e. double to single, single to apartment, Greek to shared, etc.) by submitting a request to: universityhousing@southeastern.edu. Greek residents requesting to move out of organizational housing must receive prior permission from the organization/house manager. Only requests of this nature will be accepted via email and fulfillment will be based on availability. 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.

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 moving from their requested residence hall to another residence hall will not receive any credits and must pay any difference in room charges before moving. Once fees are paid there are no credits given (see

Room Credit Policy). A cleaning fee may be assessed if the room is not cleaned prior to moving into another room.

Residents will not be able to switch rooms in organizational housing from Fall to Spring semester unless approved by University Housing office.

WINTER BREAK SCHEDULE

All on-campus housing, with the exception of Taylor Hall, Village M, Greek Village, and Southeastern Oaks, will be closed beginning at 10:00 a.m., Friday, December 15, 2017 – Wednesday, January 3, 2018. Halls will reopen for residents on **Thursday, January 4, 2018**. 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 basis; a fee will be charged for housing during this time frame.

RESIDENT CHECK-OUT

At the end of the contract semester, the Resident Assistant will post a check-out schedule for each house. Residents should note the following:

1. Each resident is responsible for scheduling a check-out time with his or her Resident Assistant by contacting the House Manager.
2. The resident will have the room in good order and broom clean before the Resident Assistant arrives to check the room. All personal items must be removed, including additional furniture not belonging to University Housing.
3. The Resident Assistant will review the Room Inventory Contract and Personal Data Card (keys) issued during check in and assesses any damages. Room and post office keys (if applicable) 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 Personal Data Card. Both the Resident Assistant and the student will initial by the damage charges and sign the Personal Data Card.
5. The student has 24 hours to contest any damages in writing to the Area Coordinator by emailing universityhousing@southeastern.edu.
6. **Any resident who does not check out properly during a scheduled time with the Resident Assistant will be charged \$250.00 for improper check-out and will waive any right to contest any damages or additional charges posted to his or her personal data card and university account.**
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

Cleaning:

- 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 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, the last student to check out is responsible for the cleanliness of the shared space and will be charged a cleaning fee.**

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. Final occupant of the room is responsible for any items left in room and cleanliness before completing check-out process.

DISMISSAL AND RESIGNING FROM ON-CAMPUS HOUSING

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

RENTER'S INSURANCE

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

PROPER ROOM CARE AND BUILDING POLICIES

The Resident Assistant staff and/or professional staff will conduct health and safety checks in all on-campus rooms throughout the semester. Health inspections are generally conducted at least once a month.

The contemporary residence halls located in the central part of the campus are monitored by a close 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. Occurrences taped and obtained through this video system can and will be used during the University housing conduct/discipline process.

The residential community is a NON-SMOKING community. In compliance with R.S. 40:1300.26-3, the use of tobacco products is prohibited from all university property. Tobacco use includes but is not limited to cigarettes, pipes, hookah-smoked products, electric cigarettes and oral tobacco products. Student violators will be ticketed and referred to the Office of Student Conduct for disciplinary action as appropriate.

Room Painting - Residents of the organizational houses are the only occupants on campus who have the privilege of painting their individual rooms. When a resident decides to paint a room, the following guidelines must be adhered. Should the guidelines below not be followed, the resident will lose their painting privileges and will be subject to damage charges. Rooms that have been painted by University Housing are not able to be repainted by student (see current floorplan).

1. Use only high quality, semi-gloss or high-gloss paint. Flat paint and spray paint are strictly prohibited.
2. Only paint the wall surfaces. Do not paint doors, trim, or ceiling.
3. Use blue painters tape to prevent new paint from marking the ceiling, doors, and trim.
4. Any painting deemed inappropriate by University Housing will cause occupants to lose painting privileges and possible disciplinary action.

Climate Control – The climate control for organizational housing is a central unit for the entire building. When the air conditioner for the building is on, all rooms will have air conditioning. No rooms will have heat until the heat for the building is turned on. University Housing watches weather reports and talks with students that live in the building to determine when to turn the heat and air conditioning on. If you are not comfortable with the temperature setting for your room/house, please contact the RA on call or the FIXX line to have the temperature adjusted.

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/ apartment, they may call the housing office or RA on duty 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. Per Fire Marshall regulations, the bathroom doors may not be locked from the bedroom.

Lavatory - Keep your toilet bowl clean, only use *toilet paper*, 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 disciplinary action.

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 buildup (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 DUMPSTER. Any trash left in the hallways, landings, back/front porch, or in common areas may result in disciplinary action.
- Dust your room with a damp cloth and then a dry cloth to reduce moisture.
- Wash bedding and bath towels at least weekly.
- University Housing reserves the right to charge all residents of a section due to reoccurring trash in common areas.
- Keep interiors of microwaves, refrigerators, coffee makers, etc., clean on a regular basis.
- Avoid using products that release strong odors or contaminants.
- Do not leave food sitting out.
- OVERALL, KEEP YOUR ROOM CLEAN AND DRY and REPORT ANY PROBLEMS TO YOUR RA IMMEDIATELY!

Sustainability – You are encouraged to use the recycling containers on your floor or in your building. Acceptable items are paper, cans, plastic and cardboard, etc.

Smoke Detectors – There are smoke detectors in each room for your safety. The smoke detector will beep every few seconds when the battery is low. If this happens, contact the RA or FIXX line to have the battery replaced. 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, notify University Police immediately. Please inform them if there is smoke or if the room is clear. Tampering with, covering, or disconnecting fire safety equipment is serious. The student may be charged with fines up to \$500.00 and removed from the residential community.

Fire Sprinkler System – **DO NOT TOUCH or HANG anything on the fire sprinklers**; this will activate them and flood your room along with other rooms. Anyone who is found responsible for causing a sprinkler to discharge will be held responsible for all damages of property in addition to fines up to \$500.00 and removal from the residential community and other possible disciplinary actions.

Trash Removal – All trash must be placed in the dumpsters. ALL TRASH MUST BE BAGGED, students violating this policy may be fined up to \$500.00 and/or required to perform community service (picking up trash on campus, cleaning the trash room, parking lots, etc.) and placed on disciplinary probation.

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 549-3499.

Wireless Routers – Wireless access points have been installed in almost all on campus Residence Halls and apartments; routers are not allowed in these specific halls. If your hall does not have wireless access, a wireless router can be installed on the Southeastern Residence Hall Network to provide a wireless or wired connection to your computer, laptop, or gaming console. Please be aware that incorrectly installing or not securing a router could disrupt the campus network and is a violation of the Southeastern Responsible Computing Policy. Repeated violations could result in disciplinary action, including loss of internet access. You are responsible for ensuring your router is installed correctly. Follow the detailed instructions listed on the Housing website at: southeastern.edu/admin/cc/routersetup/
Responsible Computing Policy: southeastern.edu/resources/policies/assets/responsible_computing.pdf

This policy "applies to all computer users accessing Southeastern's computing resources, whether affiliated with the university or not, and to all uses of those resources, whether from on campus or from remote locations." REMINDER: Residents are required to follow all state and federal policies/laws relating to downloading of copyrighted material.

** Once wireless for your building has been installed, residents are not allowed to install personal routers due to disruption of service.

Emergency Boxes – There is an emergency call button in each room that alarms to University Police. If the buttons are activated and you do not have an emergency, disciplinary action may be taken. Do not tamper with or cover up the emergency buttons.

POLICIES AND REGULATIONS

Students are responsible for complying with all policies and regulations as set forth by University Housing and/or the University. University Housing has a ZERO TOLERANCE policy for certain behaviors. Drugs (including synthetics), weapons, vandalism, fighting, alcohol, and other serious behavior not conducive to the educational mission of the university and residential community will not be tolerated. Students in violation may be immediately removed from on-campus housing. In addition, students are expected to comply with all national, state, and local laws. These policies and regulations state clearly some things students must do and some specific things that students must not do if they wish to remain associated with the University.

University Police and/or University Housing staff may at any time remove a student from housing. The student will receive a "Notice of Interim Suspension" which removes the student from the residential community and/or university community for an interim period of time awaiting adjudication. The student will not be allowed to return to on-campus housing facilities and/or campus until they have met with a university conduct officer. The student may be required to call someone from outside the University community to escort them off campus.

The University, however, 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 conduct is, at all times, consistent with that expected of a mature, responsible individual who has high ethical standards.

1. Alcohol – Possession, consumption, sale, manufacture, or furnishings of alcoholic beverages in the residence hall or residence hall room is prohibited. Students in violation will be subject to disciplinary action. Students residing in Southeastern Oaks Apartments may possess alcohol in their room dwelling as long as all residents are of the legal age to possess and consume alcohol. Alcohol may not be present in commons areas of the apartment if ALL residents of the apartment are not of legal age. 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 alcohol bottles are not to be used as room décor.**

NOTE: ANY ALCOHOL DETECTED BY PLAIN SIGHT OR SMELL WILL BE Poured OUT, OPENED OR UNOPENED, THE EMPTY CONTAINER WILL BE CONFISCATED AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

2. Damages – You, your roommate, and guests will be held liable for damages to your room and its furnishings. This includes window screens and front doors. The defacement of on-campus property including the grounds surrounding the hall or organizational house is unlawful; violators may face heavy fines in addition to disciplinary action. Damage fees will be charged via a student's LEONet account.

3. Wall Decorations – Students in Organizational Housing have the option to hang wall decorations by using blue painter’s tape, thumb tacks, or Command hooks. Residents are prohibited from nailing or screwing items into the walls (mounted tvs, shelves, etc.)
4. Quiet hours will be enforced from 10:00 p.m. to 8:00 a.m. During the remainder of the day, students are expected to keep the noise level to a minimum as not to disturb students around them (with the exception of registered campus events). Fines for noise violations may be assessed. (See Student Handbook). Please note that this includes the common areas of The Village (i.e., volleyball court and basketball court).
5. Radios, stereos, and televisions and other electronic equipment shall be used in such a manner as not to disturb anyone. Televisions **cannot** be mounted to the wall. Organizations requesting tvs to be mounted in parlor areas must be completed by the University’s Physical Plant.
6. Pets – For health reasons, no animals or pets of any type (including lab specimens) are permitted. Students may have a ONE gallon or less tank for fish only; NO SNAKES, SPIDERS, etc.
7. Visitation Policy - All residents have a right to a safe and comfortable living environment. The roommate/suitemate’s rights take precedence over the rights of a host to have a guest. When a guest’s continual presence hinders a roommate’s ability to study, sleep, and/or occupy their room, this will be considered a violation of the visitation policy.
 - A. Overnight Guests
 - i. Roommates/Suitemates are provided Roommate Contracts. Your Resident Assistant is available to assist you in establishing guest guidelines. This Roommate Contract 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 order to maintain a comfortable living environment for all.
 - ii. Invited friends and relatives may be entertained overnight when space is available and arrangements are made with your roommate or suitemate.
 - iii. There may be only one (1) guest per resident. A guest is defined as any person not assigned to the room of the host. That guest is the total responsibility of that occupant. The hosting resident is to be present with the guest at ALL times. The resident will be responsible for all actions of his or her guests. The guest is limited to two nights per week and no more than a total of 5 nights per month. All residents of the unit must consent to the guest staying in the unit overnight.
 - B. General Guest Policies
 - i. All residential facilities – the resident will be responsible for all actions of his or her guests. The Resident will remain with the guest at all times (same or opposite gender).
 - ii. Guests must be at least 16 years of age.
 - iii. Babysitting is prohibited at all times.
 - iv. All residential facilities – the resident is responsible for being in possession of keys/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.
8. Keys - Students will be charged \$50 to replace a lost key. If a student requires a new lock, the charge is \$100 per lock. The fee for a replacement mailbox key is \$25.
9. Solicitation in On-Campus Housing Facilities – Door-to-door offering, attempts 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 Area Coordinator or Resident Assistant. Any organization or individual wanting to post signs in the residential community must have all signs approved by upper University Housing administration, including signs posted on bedroom windows and doors.

10. Washers and dryers are for residents use only. Laundry facilities are located in the following halls:
 - A. Washington Hall
 - B. Louisiana Hall
 - C. Hammond Hall
 - D. Zachary Taylor Hall
 - E. Southeastern Oaks Commons
 - F. Greek Village
 - G. Cardinal Newman Hall
11. Room Inspection/Search: The University reserves the right to conduct announced room inspections for maintenance, inventory, health, and safety. Rooms will be checked at least twice a semester, and more as warranted. The staff will post signs announcing the inspection at least 24 hours in advance. The University also reserves the right to enter and inspect/search any student's room at any time when cause prevails. During any inspection, search, or entrance into a student's room, any violations, which are in plain view will and can be used against the student for disciplinary action. The University reserves the right to inspect plumbing fixtures (under vanity sinks, etc.) to check for potential maintenance issues.
12. Health and Safety – It is the responsibility of each resident to keep his or her room/apartment in acceptable state of cleanliness. The University expects students to regulate their own lives in accordance with accepted standards and good taste. This means that possessions or displays which are inconsistent with accepted standards should not be kept in student's rooms, specifically signs or articles which might have been picked up inappropriately (street signs, university signs etc.) or those in poor taste are considered inconsistent with University policy. 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. Excessive clutter which impedes exit/entry to room should be removed. We encourage House Managers to conduct Health & Safety inspection with the Resident Assistant.
13. Authorized University Personnel may enter, inspect, and make such repair to the assigned space as the University may deem reasonable.
14. Bicycles are not to be brought into the rooms or buildings. They are to be parked in a designated bike area outside each building. All students not actively enrolled in the University must remove bicycles from the campus. All bicycles must be removed from on-campus residential areas at the end of the Spring semester or they will be disposed of. The University is not responsible for theft of personal property, including bicycles. Bicycles must be registered with the University Police.
15. Electronic skateboards, including self-balancing boards/scooters, hover boards, and any other similar equipment are prohibited from being used, stored, and/or charged in any University building/community. This includes campus grounds and all residence halls, apartments, and organization/Greek houses.
16. Electrical Equipment – Students shall not use any electrical heating appliance (space heaters, as well as kerosene, and propane heaters), cooking (no electrical appliances with exposed element or open flame – toaster, hot plate, etc.), or other equipment/appliance (halogen/torch-style lamps), except as furnished or approved by the University.
17. On-Campus Housing Meetings – Mandatory meetings are called at the discretion of the Area Coordinator. Residents are required to attend section meetings and/or special hall meetings. Residents are responsible for information discussed during these meetings. Residents unable to attend these meetings must notify their RA in advance of the meeting. Residents not in attendance are subject to disciplinary action unless excused by the University Housing Staff.
18. Weight-lifting Equipment – Residents will not be allowed to keep weight-lifting equipment (free weights) in the residence hall. Facilities for this activity are furnished in the Pennington Activity Center.
19. Food – All food kept in your room/apartment should be in containers with covers closed to aid in controlling pests.

20. Smoking and tobacco use are prohibited in all University residences, facilities, and grounds. In compliance with R.S. 40:1300.26-3, the use of tobacco products is prohibited on all university property. Tobacco use includes but is not limited to cigarettes, pipes, hookah-smoked products, electric cigarettes, vape pens and oral tobacco products. Student violators will be ticketed and referred to the Office of Student Conduct for disciplinary action as appropriate.
21. Incendiary Materials – Candles, incense and or candle/wax warmers are not permitted in the residence halls or apartments. Residents are allowed potpourri, diffusers and room sprays.
22. The possession and/or use of any weapon is prohibited in all on-campus residential facilities, including but not limited to any type of gun (including toy guns), firearm, knives or chemicals.
23. Proper use of bathroom facilities - Only toilet paper may be flushed; students are cautioned not to flush any other type of materials as this will cause the toilet to overflow. Misuse may result in fines to the extent of repair and/or disciplinary action.
24. The University reserves all rights in connection with room assignments or termination of their occupancy.
25. The University reserves the right to require a student to share a room with a roommate based on space available (“consolidation”).
26. The University reserves the right to move a resident to another room with an assigned roommate if a resident has paid for double occupancy.
27. The University reserves the right to move residents to another designated hall while assigned building is under maintenance, facilities project, etc.
28. The University reserves the right to refuse any application for accommodations in the residence halls, organizational housing, or apartment housing.
29. The University is not liable for damage to or loss of personal property or for failure or interruption of utilities. Students are encouraged to provide their own health and personal property loss insurance.
30. Students are responsible for knowing and observing University rules, regulations, and procedures as set forth in official publications, which are incorporated herein and by references made a part hereof.
31. 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.
32. Persons tampering with or misusing equipment will be subjected to disciplinary action and possible criminal action, this includes, but not limited to, telecommunications, computers, etc.
33. Only University approved bed mattresses are allowed in residence halls, organizational housing, and apartment housing due to fire regulations.
34. Students are required to carry their University ID with them at all times and must be prepared to identify one’s self when requested to do so by a faculty/staff member or University official (including an RA).
35. Cloths, towels, or other items are not to be hung on outside railings. Items left on railings will be thrown away.
36. Students will be responsible for any and all regulations or policy changes that are put into effect at any time. Students are expected to check their email account, check the university webpage, read the University Catalogue, Southeastern’s Student’s Guide, Student Newspaper (Lion’s Roar), and all notices posted on residence hall’s bulletin boards.

ADDITIONAL POLICIES FOR ORGANIZATIONAL HOUSING (Greek Village)

1. 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. Any non-approved items are subject to removal by University Housing. If items are removed, then the chapter will be charged a removal fee.

2. Garbage and/or trash are to be disposed 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.
3. Residents wanting to dispose of large items/parlor furniture (couches, table, chairs, etc.) should contact University Housing staff before putting items in dumpsters.
4. 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.
5. 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.
6. Live trees used for decorations, including holidays, are not permitted.
7. Residents are responsible for the cleanliness of the houses, both inside and out, as well as areas surrounding the house.
8. Swapping of rooms and room keys is strictly prohibited. Students wishing to move to another room must check out/in through the University Housing Office. Not following this procedure will result in a \$250 Improper Checkout Fee.
9. Residents are reminded not to prop open doors and keep windows locked, and report to maintenance when windows, doors, and/or locks are not working properly. Window screens are to remain in place at all times.
10. Residents are responsible for reporting any items not properly working or facility concerns to University Housing through the FIXX IT line.
11. General areas outside of the building (ex. 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.
12. 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.

REQUESTS FOR SUMMER IMPROVEMENT PROJECTS

As per Occupational 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 to the University Housing Director by February 1, 2018, at the latest. University Housing will notify each chapter of project approval and scheduling by May 2018. Requests must include:

- Description of the work to be completed.
- Contractor License/ Documentation of Liability Insurance
- Estimated cost of project

SOUTHEASTERN STANDARDS OF CONDUCT

All students are responsible for the “Student Conduct Standards and Regulations” as cited in the current year Southeastern Student Handbook. A copy may be obtained from the Office of Student Conduct in the Student Union or accessed through the web at: <http://www2.southeastern.edu/StudentAffairs/JudicialAffairs/>.

DISCIPLINARY ACTION FOR RESIDENT STUDENTS

The Conduct 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 Conduct Board, the Area Coordinator, the Assistant Director, and Director of University Housing serve as Housing Conduct Officers and play an intricate part in the discipline of students.

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

If a student violates any of the established University or Housing regulations, the RA will complete an Incident Report and the resident will be emailed a Notice of Violation to their University webmail account. Depending on the regulation violated and/or circumstances of the situation the student will participate in a disciplinary conference with an Area Coordinator and be issued one or more of the following:

Written Warning/Referral - The student may meet with Area Coordinator; the policy or procedure at hand is discussed and the student is warned that any further violations of policies may result in further disciplinary action. The student will be scheduled for a disciplinary conference with the Area Coordinator the next business day. A conduct hearing with the Student Conduct Board and/or other judicial body may follow.

NOTE: 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.

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 to terminate the housing agreement, relocate to another on-campus location, or allow the resident to remain in his/her current location is made.

STUDENT CONDUCT PROCESS

Students who violate residence hall policies and university policies and require disciplinary action may be referred to the Conduct Board for a hearing. Professional Housing or University Staff serve as advisor to the Conduct Board. Also, one student can file charges against another student and the Board will hear the case.

The five objectives of the Board are:

1. To act as a "conduct body" for the University Housing Department in administering due process violations referred to this body.
2. To educate residents on their responsibilities as a member of the on-campus community.
3. To prepare residents in their role as citizens to meet the responsibility of being accountable for their action.
4. To provide a hearing body composed of one's peers who are aware of the needs and problems of residents at the student level.
5. To provide leadership opportunities for students serving on the Conduct Board as well as to allow the individual and the student body a voice in the University decision-making process.

The primary focus of these objectives is to enhance growth of the individual in on-campus housing, at the University, and in the Community. A structured format is followed while conducting a hearing. All sides are allowed to present their case and are questioned by the Board. After the case is presented, the Board will vote on whether the student is responsible or not responsible. If not responsible, no sanctions are taken against the student. If responsible, disciplinary sanctions are given to the student. Depending on the seriousness of the offense, sanctions can range from a Letter of Reprimand, Community Service, Probation, and/or removal from on-campus housing. The Board can also recommend to the Director of Student Conduct that the student be placed on disciplinary probation or suspended from the University.

The students who serve on the Conduct Board take their position very seriously. They want to insure that on-campus housing provides an environment that is safe and conducive to studying.

RETURN TO HOUSING FROM MEDICAL OR BEHAVIORAL TREATMENT OR CARE

In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be required to provide information to University Housing in order to return to his/her on-campus housing assignment. The student may be required to relinquish their room key to University Housing Professional staff during the time of their transport.

University Housing reserves the right to deny permission to return to campus housing at the sole discretion of the department. The student will be fully responsible for his/her own living arrangements and expenses off-campus, including all financial obligations, until all review actions are completed by Southeastern and the student is approved by Southeastern to return to on-campus housing.

DAMAGES & MAINTENANCE REPAIRS (CALL FIXX) (985) 549-3499

Since Southeastern Louisiana University Housing is operated 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 inventory form acknowledging receipt of all property assigned to him 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 at once 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 (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.

Please contact the Housing Office at (985) 549-2118 for any of the non-emergency problems below:

- Cable TV not working
- Laundry facility problems
- Custodial issues (including mold problems)
- Pest control issues
- Electronic door access not working

On Campus TV service is a high-quality digital TV service. Only TVs with a Digital QAM tuner in them will be able to view the service. If a TV does not have a QAM tuner, an error message or snow may appear. For additional details, go to southeastern.edu/chartertv.

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.

Phone lines are only available in ADA compatible rooms.

SECURITY/SAFETY

The best security measure for students is to keep their doors locked at all times, especially when occupants are out, sleeping, or even down the hall. Before opening the door, students should ask visitors to identify themselves. Window blinds or draperies should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place. **Clothing should never be left unattended in a laundry room.** Also, clothing should be marked distinctively some place other than on labels. Anything that has a serial number should have the number recorded. Thefts, no matter how small, should be reported as soon as possible to your Resident Assistant, Area Coordinator or University Police. To sign up for laundry alerts, go to laundryalert.com and enter the sign in code: SELU3999.

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 (Zachary Taylor Hall).

Residents of the Village will be issued two keys: a room key and a side door entrance key. The entrance to the parlor will require the use of your Southeastern ID.

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.

LION TRAXX

The Department of Shuttle 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 Shuttle Services, call 985-549-2877.

NORTH CAMPUS ENTRANCE GATE

Residents on North Campus must use their id to enter through the gates to the Village and Oaks Apartments. When the gate is in the down position, residents must swipe their Southeastern ID to gain access into the

parking area. All persons following another car in without swiping their ID will be subject to a fine and/or disciplinary action. Persons responsible for damage to the gate are subject to a minimum \$250 fine and/or disciplinary action.

BICYCLE SECURITY

Tests by University Police have shown that bolt cutters can cut through the average lock and/or chain in just a few seconds. Bicycles are not allowed on the balconies in Southeastern Oaks. **All bicycles must be registered with University Police. All bicycles must be removed at the end of the Spring semester or they will be disposed of.**

IN CASE OF FIRE

Students should familiarize themselves with evacuation plans as posted in all on-campus residences. An escape route is posted by elevators and other common areas. When residents are requested to evacuate a building, it is taken seriously, the lives of residents and staff may be in jeopardy. Residents and their guests are to give their full cooperation. **BE PREPARED, LOCATE THE PLACEMENT OF FIRE EXTINGUISHERS IN THE RESIDENCE HALLS, ORGANIZATIONAL HOUSES, AND APARTMENTS AND KNOW THE EVACUATION ROUTE BEFORE YOU NEED IT. EVACUATION DIAGRAMS CAN BE FOUND NEXT TO THE ELEVATORS AND OTHER COMMON AREAS.** Residents may evacuate their building anytime the fire alarm is sounded or the University Housing Staff request the building to be evacuated, i.e., bomb threat, gas leak, fire, etc.

Upon hearing the fire alarm, all students must immediately exit the building following the evacuation diagrams mentioned above. Once outside, all students should group together following the directions of the staff. Students must remain outside until the staff has determined that it is safe to return to the building. If the student does not leave the building at the request of Housing Staff, appropriate disciplinary action will be taken. If at any time University Police is called to remove a student from the building that student will be issued a referral and face possible dismissal.

If You Discover a Fire:

1. Call University Police 985-549-2222
2. Pull the nearest fire alarm; call out as loudly as possible: Fire! Fire!

When the Alarm Sounds:

1. Leave your room, close your door, and evacuate the building according to the fire evacuation plan.
2. Stay away from the building until instructions are given to return.

If You Are Trapped In Your Room:

1. Keep the door closed.
2. Seal cracks around the door with tape, clothes, sheets, etc.
3. Open windows slightly if there is no smoke outside.
4. Tie a wet cloth over nose and mouth to aid breathing.
5. Signal rescuers by waving a sheet or clothing out the window, or telephone for help.

If clothing catches on fire, STOP, DROP, AND ROLL! Don't 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.

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 SUBJECTED TO DISCIPLINARY ACTION AND POSSIBLE CRIMINAL ACTION.**

Be aware of potential fire hazards. Room decorations should be limited to non-flammable materials. Use appliances carefully. Don't leave heat-producing appliances unattended; unplug when not in use and let cool before storing. Don't cover ventilation openings on televisions, stereos, and radios. Never plug a heavy appliance into a lighter extension cord.

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, student 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.

In the warning stage:

- 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 card 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).

HELPFUL HINTS ABOUT YOUR ROOMMATE(S)

Here are a few tips/suggestions 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/forms/roommateagreement.pdf

1. Sit down with your roommate sometime during the first couple of days at school and decide what you will do about the following:
 - Who sets and turns off the alarm clock?
 - Anticipated bedtimes.
 - Do either of you require total darkness and quiet to go to sleep, or can the light be on?
 - 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 isn't doing his or her part, don't wait around for a change, talk to him or her 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 his or her feelings about when and what time a visitor is welcome.
4. Find out your roommate's feelings about loaning his or her things to other people including you. These things can include stuff like clothes, money, hair dryers, stereos, cars, etc. Some roommates don't mind loaning things to their roommates, but do to other people; 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 him or her. Remember your roommate is human too. You need to spend time with your roommate and get to know him or her. 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 you 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 his or her 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 comfortable. If problems develop between you and your roommate that you can't seem to solve, go see your Resident

Assistant, Hall Director, 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

Students may receive mail in the residence halls through an assigned postal box in the contemporary residence halls. Postal Boxes are available upon request; requests may be made at check in or during the semester. For residents in Cardinal Newman Hall, Zachary Taylor Hall, the Greek Village, and Southeastern Oaks Apartments, a post office box from the University Housing office located in Pride Hall may be utilized on a semester basis. The University Housing office does not accept mail or other deliveries (ex. FedEx, UPS, etc.) for residents. If you are receiving mail in your residence hall, the P.O. Box would be SLU 1Box number. Please make sure to include a one (1) before your box number. To request a mailbox: southeastern.edu/admin/housing/mailbox/index.html

Building M	2025 N. General Pershing
Cardinal Newman	405 West Dakota Street
Hammond Hall	1217 Infirmary Drive
Livingston Hall	1317 SGA Drive
Louisiana Hall	1315 SGA Drive
Pride Hall	1301 SGA Drive
St. Tammany Hall	1501 SGA Drive
Tangipahoa Hall	1215 Infirmary Drive
Taylor Hall	1303 SGA Drive
Washington Hall	1503 SGA Drive
Zachary Taylor Hall	1150 N. General Pershing

Southeastern Oaks

Building 1	2051 N. General Pershing
Building 2	2063 N. General Pershing
Building 3	2061 N. General Pershing
Building 4	2059 N. General Pershing
Building 5	2057 N. General Pershing
Building 6A	2055 N. General Pershing
Building 6B	2053 N. General Pershing

Greek Village

Building B	2003 N. General Pershing
Building C	2005 N. General Pershing
Building D	2007 N. General Pershing
Building E	2009 N. General Pershing
Building G	2013 N. General Pershing
Building H	2015 N. General Pershing
Building I	2017 N. General Pershing
Building J	2019 N. General Pershing
Building K	2021 N. General Pershing
Building L	2023 N. General Pershing

HOUSING CONTACT INFORMATION

University Housing
Southeastern Louisiana University
SLU 10704

Hammond, LA 70402

Office location: Pride Hall

Phone: (985) 549-2118

Fax: (985) 549-5118

Web site: southeastern.edu/liveoncampus

Email: universityhousing@southeastern.edu

Hours of operation: 7:30 a.m. – 5:00 Monday through Thursday

7:30 a.m. – 12:30 p.m. Friday

Summer Hours: 7:00 a.m. – 5:30 p.m. Monday through Thursday (closed Fridays)

VISIT US ON SOCIAL MEDIA:

facebook.com/SoutheasternUniversityHousing

twitter.com/sluhousing

Instagram: @slu_housing

Snapchat: @sluhousing

Revised: June 2017

Important Numbers

All numbers listed below begin with area code 985

University Housing	549-2118
Greek Village Duty Phone	351-8210
FIXX It Line	549-3499

Emergency

University Police	549-2222
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Academic Support

Admissions	549-5637
Center for Student Excellence	549-3981
Career Services	549-2121
Sims Library	549-3860
Student Support Services	549-2122
Writing Center	549-2076

Student Services

Campus Activities Board	549-3805
Campus Card Services	549-3990
Counseling Center	549-3894
Enrollment Services	549-2066
Disability Services	549-2247
Financial Aid	549-2244
Office of Student Conduct	549-2213

Honors Program	549-2135
Health Center	549-2241
Student Engagement	549-2120
Campus Services		
Shuttle Services	549-2877
Student Computer Help Desk	549-2700
Campus Dining	549-2286
Student Union	549-2041
University Auxiliary Services	549-2094
Copy Center	549-5565
Bookstore	549-5393

Appendix A

ORGANIZATIONAL TERMS OF OCCUPANCY

July 1, 2017 – June 30, 2022

University Housing, the Office of Student Engagement, and the Organization listed on this document agree to the following terms of occupancy:

Recognized Southeastern student organizations will be permitted to occupy residential buildings on North Campus referred to as “The Village”. The Organization will agree to uphold the terms of occupancy, as set forth in this document. Individual student members of the Organization will enter into an agreement with University Housing for a particular room in the assigned building and will be responsible for the terms outlined in this agreement, as well as all policies and terms outlined in their individual room agreement with University Housing.

This Organizational Terms of Occupancy will be effective July 1, 2017 through June 30, 2022.

Occupancy and Fees

1. The Organization agrees to occupy the house for a term of five (5) years. The Organization agrees to maintain a minimum occupancy of 85% or the financial equivalent for both the Fall and Spring semesters for the full five (5) years.
2. Percent of occupancy, as stated above (Item 1), must be met by the second Friday following formal recruitment in the Fall and the third Friday of classes each Spring semester, via completed online University Housing Room Applications; including full payment of processing fee, and prepayment, as stated on the University Housing Application or Reassignment Form. Failure to meet occupancy requirements or the financial equivalent will result in equivalent charges being assessed to the Organization with payment-in-full due sixty (60) days from receipt of charges. Reductions in invoiced amount will not be considered after initial invoice is produced. While this agreement is in effect, the organization will be required to meet all

financial obligations of this agreement, and with the University. It is the organization's responsibility to pay charges, including but not limited to room, and damage charges, according to the tuition and fee schedule published in the [General Catalogue](#). Any debt owed to the university as a result of the organization's failure to make required payments or failure to comply with the terms of the applicable program as governed by the Southeastern General Catalogue will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by Southeastern may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency, for collection. Upon transmittal for collection, the organization is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

3. Residents agree to occupancy terms as outlined in their individual room agreements with University Housing. Residents will be contractually obligated to remain for a six-month period (July 1 – December 31, January 1 – June 30). Residents remaining in University Housing for consecutive semesters must complete the reapplication process online prior to the new agreement period. Residents who fail to reapply by the reapplication deadline will be required to apply to University Housing as a new applicant and may be subject to removal from facility if remaining in room after agreement period expires. Final check out date for students living in organizational housing for the fall term is the last day prior to the University closure unless permission to stay until December 31 is granted to the individual student. Final check out date students living in organizational housing for spring term is the last working day of June unless permission to stay until June 30 is granted to the individual student. All requests to stay to the final date of contract must be submitted via email to universityhousing@southeastern.edu.
4. Biennial maintenance and thorough cleaning periods will be observed during June and July. Students residing in organizational housing will be relocated to available summer housing during the specified maintenance and cleaning period. The Organization agrees to allow a minimum of three to four weeks during June and July for the University to perform biennial maintenance; stripping and waxing of floors, minor painting and repairs of public areas. This time frame for work will be coordinated with each individual house and will require the student's property and/or the Organization's property to be removed from the area where work is being completed. Moving and/or storage of all property will be the responsibility of the Organization. Students residing in the house during this time will be moved to another campus location if necessary.
5. House Managers will provide University Housing with a floor plan by the first Friday of June and December respectively for the following term.
6. House Managers will provide University Housing with a list of rooms that will be partially and fully vacant at the conclusion of the semester by April 15th for the Spring semester and November 15th for the Fall semester, respectively, for room cleaning purposes and coordination with maintenance staff.
7. Each organizational building has a commons area or "parlor" on the first floor. All members not living in the building will be assessed a non-refundable parlor usage fee of \$155.00 per semester. This fee will be reduced to \$105.00 per member if the house is at 100% occupancy by the occupancy deadlines as stated in Item 2 above. All new members will be assessed \$105.00.

The parlor fee will not be assessed to members who live on campus if the house is at 100% occupancy by the stated occupancy deadlines.

This fee may be increased at the beginning of each Fall semester in accordance with the increases in the Consumer Price Index (CPI). Organizations will be notified of such increases on or before April 1st of each year. The Organization should request a signed contract or agreement from each member acknowledging their understanding that these charges are posted to their University account. University Housing may seek assistance from the Office of Student Engagement for charges not collected in a timely manner.

Mandatory Meal Plan

1. Organizational members residing in approved Organizational Buildings, located in “The Village”, will be required to purchase a meal plan for the Fall and Spring semesters, but are exempt from the Summer semester. These residents will have the option of all plans with the exception of the commuter meal plan. Residents who have earned sixty (60) credit hours or more will not be required to purchase a meal plan.

Collection of Parlor Fees

1. The Office of Student Engagement will verify the information and update student University accounts with the respective organizational and member type service indicators. This information will be utilized by University Housing to post charges to the student’s University account and should be received at least three weeks prior to the University’s Priority Registration Week. It is the responsibility of each organization to ensure their respective roster is correct with the Office for Student Engagement.
2. When new members join the Organization after the semester has begun, the Organization must provide that information to the Office of Student Engagement in the same format as outlined above (Item 1 under Collection of Parlor Fees). The Office of Student Engagement will verify the information and send to the Office of University Housing so new member parlor fees may be posted to the student’s university account. These students will be assessed a non-refundable parlor usage fee of \$105.00 for the remainder of the semester.

Insurance, Maintenance, and Services

1. The University will provide comprehensive insurance for the facility, including replacement of buildings and furnishings, fire and extended coverage on the facility, as well as routine maintenance of the facilities, including structural, electrical, plumbing, gas, water, and grounds, as well as landscaping and maintenance of the exterior surroundings of the facilities, as well as parking and security and all utilities of the facility except telephone service.
2. The Organization must provide current documentation of a public liability insurance policy for the lobby and the property located therein, in an amount of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.

3. Indemnification/Hold Harmless Agreement: The Organization agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of the Organization, its agents, servants, and employees, or any and all costs, expenses, and/or attorney fees incurred by the Organization as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

The Organization agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false, or fraudulent. The State of Louisiana may, but is not required to, consult with the Organization in the defense of claims, but this shall not affect the Organization's responsibility for the handling of and expenses for all claims.

4. Housekeeping and cleanliness of the facility will be the responsibility of the Organization. Southeastern Louisiana University is a tobacco-free campus; smoking and tobacco use are prohibited in all University residences, facilities, and grounds in compliance with R.S. 40:1300.26-3.
5. The Organization acknowledges that the University reserves the right to possess card/key access to any locks on all doors and windows in the facility to allow for the performance of maintenance or repairs of any type and/or to assure compliance with applicable laws.
6. No upgrades to the standard décor (floorings, wall, ceiling, and lighting) will be made without the written consent of University Housing. Such modifications once made become property of the Owner unless a prior agreement to the contrary has been reached with the University.
7. No alterations, additions, or modifications to the structure of the facility or the wiring, plumbing, heating, ventilation systems, or cablings will be made without the written consent of the University. Such modifications once made become the property of the Owner unless a prior agreement to the contrary has been reached with the University.
8. The University will be responsible for painting hallways and stairwells as needed and according to Physical Plant's availability. Organizations are encouraged to submit painting requests in March to University Housing in order for work to be scheduled and completed by the start of the Fall semester.
9. The Organization acknowledges the right of the University to conduct "Health and Safety" inspections of the facility on a monthly basis, or more often with 24 hour notice, if it is deemed necessary or appropriate. If discrepancies (examples would include, but are not limited to: candles, smoke detector tampering, unauthorized appliance, overloaded outlets, incense, clutter, smoking, obstruction of pathway or exit, unclean kitchen, unclean floors/carpet, unclean bathrooms, odor, trash overflowing, unlocked or propped doors, window displays or adhesives to window or doors, bicycles, or pets) in the condition or appearance are revealed during such

inspections, the University shall give notice to the Organization and allow 48 hours for corrective action. If such discrepancies are not corrected within the given notice, the University reserves the right to correct them and demand payment from the Organization or individual resident for their costs. The failure of the Organization or individual residents to pay such debt within the given notice shall constitute a breach of these Terms of Occupancy and may result in cancellation of the right of occupancy and/or the organization being placed on social probation by the Office of Student Conduct and/or formal letter of concern sent to the Organization's chapter advisor and/or their national office.

10. The Organization acknowledges the right of the University to conduct inspections of the facilities on a monthly basis, or more often with 24 hour notice, if it is deemed necessary or appropriate. If discrepancies (examples would include, but are not limited to: sprinkler tampering, tampering with exit signs, damage to door frame, missing or unattached window screen, torn or missing blinds, holes in walls, etc.) in the condition or appearance are revealed during such inspections; the University shall give notice to the Organization and allow fifteen (15) days for corrective action or documentation that the corrective action is being pursued, if permission is granted for the organization to repair. The University reserves the right to correct the discrepancy and demand payment from the Organization or individuals residents for their costs. The failure of the Organization or individual residents to pay such debt within the given notice shall constitute a breach of these Terms of Occupancy and may result in cancellation of the right of occupancy and/or the Organization being placed on social probation by the Office of Student Conduct and/or formal letter of concern sent to the Organization's chapter advisor and/or their national office.

The organization agrees to assist in the maintenance and appearance of the exterior of their buildings; examples would include, but not limited to: removal of trash daily, maintaining a clean patio and surrounding grounds area, weekly cleaning of exit doors, weekly cleaning of entrances, purchasing outdoor furniture which complements the appearance of "The Village" and the Organization. In general, maintaining it to the University's and Organization's highest expectations.

General Terms and Policies

1. The Organization must be recognized by the University.
2. The Organization's charter must be recognized by its national headquarters, if applicable.
3. All property placed in the lobby is done so at the risk of the Organization. The University, the Agent, and the Owner do not accept any responsibility for loss or damage of same. We encourage all residents and the Organization to invest in renter's insurance.
4. The lobby shall be used only for Organization and Alumni meetings, Organization and Alumni social events, for studying, for leisure/learning, as headquarters for Organization activities, and for no other purposes. The Organization shall not allow any material, property, or activity in the lobby that is contrary to the lease, applicable law, and/or University policies. The policy of the University regarding alcohol will be observed at all times. If the University alcohol policy is in conflict with the organization's alcohol policy, at no time should the observed policy be less stringent than the University policy.

5. Subject to approval by the University and pursuant to established University standards, the Organization is expressly permitted to display, on the exterior surface of the facility or by signage, such emblem and/or Greek letters as is necessary to identify the Organization.
6. The right of access to the lobby shall automatically terminate on the occurrence of any of the following events:
 - a. Failure of the Organization to pay the University, within given notice time frame, reimbursement of costs incurred in correcting discrepancies in the facility.
 - b. Inability of the Organization to obtain and/or maintain insurance as required under these terms.
 - c. Expulsion by the University of the Organization or withdrawal of the Organization from campus so that the existence of the Organization is no longer recognized.
 - d. Revocation of the Organization's charter by its national headquarters.
7. In the event of termination under any condition, the University reserves the right to deny the Organization's request to occupy a facility during the unexpired portion of the original term. In the event that property of the Organization remains in the Lobby or the Common Areas, after the right of occupancy has terminated, the University reserves the right to remove said property. Costs of said removal and storage will be borne by the Organization.
8. The University, in private leases with the individual members, has stipulated that only members actively affiliated with the Organization may live in the facility. Members are defined as any individual who is a new, active, or alumnus member who is listed on the University and/or national chapter roster.
9. The Office of Student Engagement and University Housing requires that the Organization recommend a member to serve as a House Manager. The House Manager is required to live in the facility, to help foster a positive living-learning environment, and to assist the Organization's leadership with its management, operations, and enforcement of the Organization's and University's policies.
10. The Office of Student Engagement and the Office of University Housing require that the Organization appoint an alumnus to serve as a Housing Advisor, and provide contact information upon the execution of this document. The Housing Advisor is required to attend meetings at least once per academic year with the University and the Housing Manager.
11. Exchanging/sharing keys with another person without the permission or knowledge of University Housing at any time is strictly prohibited. Residents engaging in this behavior will be assessed a \$250.00 improper check-out fee and may face disciplinary action. Residents must properly check-out with the University Housing Office.

Issued this _____ day of _____ 2017

_____ (Organization)

Term Year: 2017-2018 (July-June)

Chapter President:

_____ (sign) (date) _____

_____ (print)

Advisor / Organization Housing Corporation Representative:

_____ (sign) (date) _____

_____ (print)

Alumni Representative:

_____ (sign) (date) _____

_____ (print)

Southeastern Louisiana University Representative:

_____ (sign) (date) _____

_____ (print) (title) _____

Annual Review and Leadership Update (signature reflects annual organizational leadership changes; placement for binding signature of agreement terms is above).

Term Year: 2018-2019 (July-June)

Chapter President:

_____ (sign) (date) _____

_____ (print)

Advisor / Organization Housing Corporation Representative:

_____ (sign) (date) _____

_____ (print)

Term Year: 2019-2020 (July-June)

Chapter President:

_____ (sign) (date) _____

_____ (print)

Advisor / Organization Housing Corporation Representative:

_____ (sign) (date) _____

_____ (print)

Term Year: 2020-2021 (July-June)

Chapter President:

_____ (sign) (date) _____

_____ (print)

Advisor / Organization Housing Corporation Representative:

_____ (sign) (date) _____

_____ (print)

Term Year: 2021-2022 (July-June)

Chapter President:

_____ (sign) (date) _____

_____ (print)

Advisor / Organization Housing Corporation Representative:

_____ (sign) (date) _____

_____ (print)

SOUTHEASTERN LOUISIANA UNIVERSITY
UNIVERSITY HOUSING
GREEK VILLAGE TERMS AND CONDITIONS

AGREEMENT OVERVIEW

This agreement pertains to a space in the organizational house, not a particular room or building. Once a student’s housing application has been submitted, the student is financially committed to this agreement. Students agree to live in housing and are responsible for all housing and meal charges for the six month time frame. The University requires that all students under 18 years of age have this application co-signed by a parent, guardian, or other person willing to provide consent and to guarantee payment of the fees for the period specified. By submitting this application, it establishes a binding agreement between the student (and parent/guardian if under 18 years of age) and Southeastern Louisiana University. **AGREEMENTS CANNOT BE CANCELLED AFTER SUBMISSION** (see Room Credit Policy for more information).

REGISTRATION EXPECTATION, PROCESSING FEES AND PREPAYMENT POLICIES

Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University or a participant in an SLU approved program; dropping to part-time status and/or not meeting the 2.0 GPA requirement shall not terminate this agreement. If space is available, University Housing, at its sole discretion, may permit a part-time student to live in a residence hall. Residents who are academically suspended from the University and/or fail to satisfy financial obligations may be required to vacate their space within 24 hours of their last exam, even if an appeal outcome is pending. Students who drop below 12 hours and/or do not meet the 2.0 GPA requirements and cancel their Housing Agreement will be subject to the Cancellation Policy (see Cancellations Section for more information).

The term of this agreement is for a six month period: July 1 – Dec 31 (Fall); Jan 1 – June 30 (Spring). Per the Organizational Terms of Occupancy, pro-rated refunds of housing fees are not made for maintenance closures or early check out.

Students reassigned to any space not in Greek Village will be subject to different Terms and Conditions, Term Dates, and Rates and will be required to submit an online application for that term.

ONLINE APPLICATION, PROCESSING FEES AND PREPAYMENT POLICIES

Applications are accepted online through the University Housing application portal. Assignments are based on the date application fees are submitted and space availability (which is not guaranteed); therefore, early submission is encouraged. The chart below outlines the applicable fees associated with the submission of an application.

Greek Non-Resident Returners are defined as any student with sophomore or greater classification who is not currently a resident of University Housing.

Greek Returners are defined as any student (regardless of classification) who is currently a resident (In Room) of University Housing.

Greek Non-Resident Returner Fees		
Prepayment	\$300	Due upon submission of online application.
Processing Fee	\$100 non-refundable fee	Due upon submission of online

		application.
Late Fee	\$50 non-refundable fee	Due upon submission of application. Charged to applications submitted after the following deadlines: June 15th for the fall, November 15th for the spring.
Greek Returner Fees		
Prepayment	\$300	Due upon submission of online application.
Late Fee	\$50 non-refundable late fee	Due upon submission of online application. Charged to applications submitted after the following deadlines: June 15th for the fall, November 15th for the spring.

All residents must submit a \$300 prepayment for the fall term. A \$100 Processing Fee will apply if students apply after the end of the term (\$50 Late Fee after November 15th for the Spring and June 15th for the Fall).

If a student resides in Greek Village for the fall term and they submit an application for the spring term prior to the end of the fall term, they will not be required to submit a \$300 prepayment or application fee. A \$100 Processing Fee will apply if students apply after the end of the term (\$50 Late Fee after November 15th for the Spring and June 15th for the Fall).

MANDATORY MEAL PLAN

All Greek Village residents with under 60 credit hours are required to purchase and retain a meal plan and may choose from the following: Organizational Meal Plan 1; Organizational Meal Plan 2; All Access Plan; Gold Plan; Cub Plan. Students with 60 credit hours and above do not have a mandatory meal obligation, but are encouraged to purchase a meal plan. Students changing assignments mid semester are subject to the mandatory meal plan policy. Organizational Houses do not have full-service kitchens. The Organizational Meal Plan 1 is chosen for students who are required to purchase a meal plan but do not indicate a meal plan choice at the time of registration. Meal plans may be changed at the start of each semester by contacting Dining Services. Limited meal service may be available during university closures, holidays, and Winter Break.

ASSIGNMENTS

Submission of an online application is for any space in a residence hall for which the student qualifies. While room preferences are considered, due to space availability, University Housing may not be able to honor a student's preferences. Submission of an application does not guarantee a booking.

Upon acceptance of this agreement and submission of the housing application and all applicable fees, applicants will be eligible for assignment. Assignments in the student's organizational house are contingent upon placement on the organizational floor plan by the House Manager.

Students must also meet academic requirements at the time of application: minimum cumulative GPA of 2.0 for a residence hall (more information can be found at

www.southeastern.edu/liveoncampus). Residence hall (building) bookings and check-in information will be sent to students prior to the start of the semester and may also be viewed on the online application portal. Rooms must be occupied only by students to whom they are assigned and may not be sublet to another person. Double rooms are to be occupied by 2 persons of the same gender (as registered with the University).

The University reserves the right to change the room assignment of any student, to deny residence or limit access to any student, or to dismiss a student from a residence hall at any time such action is deemed necessary for the best interest of all concerned. Any individual who must register as a sex offender is prohibited from living on campus in a University residential facility.

TERMS OF OCCUPANCY AND ASSIGNMENTS

Term 1 Fall; Occupancy dates are July 1st through December 31st. Term 2 Spring; Occupancy dates are January 1st through June 30th. Residents not returning to housing for the fall of the academic year may be subject to check out prior to June 30th to allow for maintenance and reconditioning. Residents not returning to the organizational house for the spring term will be subject to check out of their assignment prior to the Winter Break (set by University calendar). Organizational building and room assignments will be based on individual building/organizational requirements (which are subject to change) and completed date of application. Applicants must be approved for assignment to the organizational house by the house manager or chapter president via official notification to the Housing Office. Applicants must be affiliated, considered an active member (initiated or provisional), by the Office of Student Engagement with the organization to reside in the organizational house. Unaffiliated students may not check in.

Rooms must be occupied only by students to whom they are assigned and may not be sublet to another person.

PARTIAL OCCUPANCY

In the event one or more of the occupants does not claim his/her assigned room or moves, causing his/her room to be occupied at less than normal capacity, University Housing reserves the right to consolidate assignments and/or offer one or more of the following options to the remaining resident(s):

- Request assignment to another room.
- Choose another room of the same type and price in his/her building or comparable building from a list supplied by University Housing.
- Request an eligible roommate(s) to move into his/her room so that it becomes **fully** occupied.
- Pay the additional room charge for a private room.

When this policy affects the student's room, the student will be provided with an email outlining their options and given a specified amount of time to complete one of the options offered.

University Housing reserves the right to consolidate assignments due to lower student enrollment or maintenance updates. The University reserves the right to require a student to share a room with a roommate- based on space availability.

If a room becomes partially occupied or a student moves into a room that is not at full capacity, University Housing reserves the right to fill the vacant space. The remaining student understands that a new student could be assigned to the vacant space at any time. While University Housing makes every attempt to provide advance notice, this is not always possible.

ROOM CHANGES

Residents who are required or allowed to move to a different residence hall room, for any reason, will be charged for the new room beginning with date of reassignment. A credit will post to the

student's Leonet account for the unused days of the original assignment. The resident must have sufficient financial aid or make any additional payments prior to transferring to a new room/hall. Residents who change assignments mid-year and move to an assignment outside of Greek Village may be subject to a new or different meal plan, a different room rate, Terms and Conditions, and agreement length.

ACADEMIC STANDARDS

If a student living in organizational housing drops below a 2.0 overall GPA or 2.0 on 12 hours from the previous semester, the student may submit a housing appeal to be considered for continued living in University Housing. Some organizations may require residents to maintain a higher grade point average than the University Housing minimum requirements. In the instance of the organization removing someone due to a low grade point average, the University Housing office will work with the resident for relocation based on space availability (subject to new rates and occupancy terms).

Returning Residents: Academic appeals for University Housing must be submitted to the housing office by the stated deadline in the Resident Guidebook. Appeals will not be accepted after the deadline. If the student's appeal for the forthcoming semester is denied or if the student did not appeal, the student will be required to move out by the date stated in the Resident Guidebook. If a student is not checked out by the deadline, the student will be fined \$250 plus a daily room rate until the student is checked out, and the student's property may be removed from the assigned residence along with a \$300 disposal fee. The University will not be responsible for any damage or loss of property during the process.

BEHAVIOR

Residents are responsible for complying with all policies and regulations as set forth by University Housing (see Resident Guidebook) and/or the University Student Handbook. University Housing has a ZERO TOLERANCE policy for unacceptable behavior. Drugs, weapons, vandalism, fighting, alcohol, and other behaviors not conducive to the educational mission of the university and residential community will not be tolerated. Residents in violation may be immediately removed from the residence hall; no room fee credits are given for disciplinary removal. In addition, residents are expected to comply with all national, state, and local laws. These policies and regulations clearly state some behaviors students must do and some specific behaviors that student must not do if they wish to remain associated with the University. If the chapter removes a resident of the organizational house from the membership, the resident and chapter must notify University Housing with 24 hours of this decision to arrange for relocation of the dismissed member. If a resident is removed from active membership and chooses to not relocate on campus, he/she is considered a cancelled applicant, meaning the resident is not eligible for a credit of any of the room charges (application fee, prepayment, room fee).

DAMAGE/RELEASE OF LIABILITY

Occupants of the residence halls, including organizational house, are held liable for damage to the University property within their room, building, and all other University property that they use or to which they have access. The University reserves the right to charge for excess trash and/or damages in either a resident's room or in a common area (interiors and exteriors) equally to all residents, if individuals involved are not identified. (NOTE: Reasonable attempts will be made to identify the individuals involved before a group billing process will be initiated.)

LOSS/ABANDONMENT OF PROPERTY

The University is not responsible for damage to or loss of personal property, failure or interruption of utilities, or injury to persons. **Residents are strongly encouraged to provide their own health and personal property (“renter’s”) insurance.** Upon termination of the Agreement, all personal property and refuse must be immediately removed from the halls. Failure to do so will result in a \$300.00 charge for removal and disposal of any such property or refuse. Further, the resident hereby agrees to hold the University, its employees and contractors harmless for any bodily injury and/or loss or damage of personal property remaining in the halls after termination of this agreement. Further, the resident agrees to indemnify and defend the University, its employees, and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in the resident’s room, apartment, possession, custody, or control.

INTERRUPTION OF SERVICE

In the event of a malfunction of mechanical equipment or cable in a residence hall, maintenance personnel shall make an effort to restore operations. Partial refunds of housing fees are not made for suspension of services.

RIGHT OF ENTRY

University officials have the right to enter the assigned space without notice when the University has reasonable cause: (a) there exists an immediate threat to the health, safety or property of student, or other occupants; (b) routine or other maintenance/pest control; (c) health or safety inspection; and (d) close or secure the space.

GENERAL POLICIES

Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.

Residents who register as part-time status or drop to part-time status must secure written permission from University Housing to reside in the residence hall. As stated in Section 2, dropping to part-time status shall not terminate this agreement. Online form available at southeastern.edu/liveoncampus.

Rooms are only to be occupied by residents assigned by University Housing. If a resident allows anyone else to move into or stay in another room or bed in the assigned room, the resident may be removed from University Housing. No credit or pro-rated credits are given for disciplinary removal. While this agreement is in effect, the resident will be required to meet all financial obligations of this agreement, and with the University. It is the resident’s responsibility to pay charges, including but not limited to room, meal plan, and damage charges, according to the fee schedule published in the General Catalogue.

Residents must have a zero balance or sufficient anticipated aid (scholarships or financial aid) posted to their LEONet account in order to check-in to their assignment.

TOBACCO FREE

Southeastern’s campus is a tobacco free campus. Use of any tobacco products or electronic cigarettes is not permitted on campus.

PROHIBITED ITEMS

PETS, GUNS (including but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), EXPLOSIVES, AND ILLEGAL DRUGS are not allowed in Southeastern residence halls,

apartments, or Greek Village under any circumstances. Any violation of this provision may result in removal from the residence hall. No credits or pro-rated credits are given for disciplinary removal from the on-campus residence. This includes all policies as stated in the Greek Resident Guidebook and the University Student Handbook.

ROOM CREDIT POLICY

(Refunds, once approved by the Controller’s Office, may take six weeks or more to process.)

Housing charges are considered part of the University fee schedule; therefore, the University will not refund fees if a balance remains on a student’s account.

Processing Fee Credits

Processing fee credits will only be considered if University Housing is unable to offer a housing assignment by the 15th class day of each semester (full summer session – eighth class day), excluding any late fees.

Prepayment Fee Credits

University Housing will process a credit for the prepayment to the applicant’s LEONet account if:

- the applicant is denied admittance to the University or is academically ineligible to live on campus.
- the applicant submits, in writing, a request to cancel the application **PRIOR** to June 15th for the Fall, November 15th for the Spring.
- the applicant is not offered an assignment by the 15th class day of each semester (full summer session – eighth class day).

ROOM CREDITS

If the applicant resigns from the University (withdraws from all registered courses), the student will be given a room credit as per the University’s refund schedule. Processing fees and any outstanding charges are exempt from this policy.

- No credits or pro-rated credits are given for disciplinary removal from the on-campus residence.
- No credits are given to students who check out of their assigned space prior to the end of the semester.

CANCELLATIONS

Application - If an applicant chooses to cancel their completed application then requests to reinstate their application (after the start of a wait list), the student forfeits any credits, which may be due, of the processing fee and prepayment if they subsequently cancel their application.

Assignment - If the resident chooses to cancel a housing assignment after checking in to the appointed space but remains enrolled in classes, the resident is not eligible for a credit of any of the room charges (processing fee, prepayment, or room fee).

Returns – If the resident chooses to cancel a housing assignment after the December check-out deadline but prior to the first day of spring classes, the resident will be charged a minimum of the daily room rate and improper check-out fee, and the mid-year buyout fee (if applicable).

POTENTIAL END OF AGREEMENT FEES

Summary of Potential Late Check-Out Charges		
Improper Check-Out Fee	\$250	Fee assessed if student is not checked out by the Friday prior to fall commencement. Fee assessed if student cancels after fall commencement.

Daily Room Rate	Based on current room rate	Assessed for each day student is not properly checked out by stated deadlines.
Student Belongings Storage/Disposal Fee	\$300	Items stored for maximum of 30 days.
Lost Room Key	\$50 per key	
Lost Mailbox Key	\$25 per key	
Damages	Determined by Housing staff	Student has 24 hours after checking out to contest damage charges (via email or in writing).

University Housing does not discriminate as to race, color, gender, sex, sexual orientation, religion, age, national origin, veteran status, political affiliation, or disability.

These terms and conditions are subject to change at the discretion of University Housing.

Applicants will be notified of changes via their Southeastern email account and the University Housing website.

GENERAL INQUIRIES: University Housing • SLU 10704 • Hammond, LA 70402 • (985) 549-2118 • universityhousing@southeastern.edu • www.southeastern.edu/liveoncampus

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ZERO TOLERANCE POLICY

NO drugs, alcohol, or weapons



The use and/or possession of any drugs, alcohol, or weapons in any on-campus residential facility or parking lot will call for sanctions that may include removal from the University.

NO refunds to students dismissed for disciplinary reasons. Refer to this Guidebook for additional infractions that may jeopardize your standing as a resident on campus.

**IT IS UP TO YOU TO KEEP OUR
RESIDENTIAL COMMUNITY
CLEAN AND SAFE!**