

# RESIDENT GUIDEBOOK



## ACADEMIC YEAR 2020-2021

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](https://southeastern.edu/admin/housing/forms).

# Welcome to your home away from home!

University Housing at Southeastern Louisiana University provides a convenient and comfortable living environment for residential students. Living on campus is a great way to meet other Southeastern students and get involved on campus. Our 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 will meet students from all over the world. Many have vastly different backgrounds, but often share 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 for all students.



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## WELCOME

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**Welcome to on-campus living, a new and exciting way of life!** Through informal programs and special activities, University Housing provides students with a robust residential experience. You will develop many meaningful friendships, find study partners, 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, 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 residence halls, organizational houses, and apartment common areas, and other university publications including The Lion's Roar, Student Handbook, and University Catalogue.

## MISSION STATEMENT

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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

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

University Housing facilities are comprised of fourteen residence halls, organizational houses, and Southeastern Oaks apartments. These facilities house approximately 2,700 students.

Our contemporary residence hall facilities provide all modern amenities; including climate control, wireless internet, digital television, and moveable furniture. Our organizational houses are offered to campus-recognized Greek organizations, and all feature an organizational parlor, climate control, internet, and digital 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, wireless internet, and digital 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 concerns. Students may report maintenance problems online or to a 24-hour phone line, FIXX or (985)549-3499, as well as reporting emergencies to University Police, (985)549-2222. Internet and telephone issues should be reported during normal business hours 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 such as 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**

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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 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 each section of Southeastern Oaks apartments and the Greek Village; he or she is there to assist you whenever possible. Each RA is selected for their 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 residential students.

As a member of the University Housing staff, the resident assistant has a variety of responsibilities. Your RA 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 an effective method to address and help all residents adhere to floor, hall, and university regulations.



## RESIDENCE HALL ASSOCIATION

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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 Business Affairs:***

- 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 Philanthropy/Fundraising:***

- Coordinate and plan all fundraising activities.
- Seek and acquire sponsorships.
- Set up fundraising events.
- Meet regularly with advisor.
- Coordinate and plan all Philanthropy activities for RHA.

### ***Vice President for Marketing:***

- Maintain a non-discriminatory online presence (Facebook, website, Instagram, and Snapchat etc.).
- Use Social media software to create a social media campaign.
- Create all marketing and advertising materials (flyers, posters, newsletters, etc.).

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:

A yellow banner for the Residence Hall Association (RHA) at Southeastern Louisiana University. The banner features the RHA logo in large green letters, the full name of the association, and the slogan "DON'T JUST LIVE. LEAD!". On the left, contact information is provided: email (rha@southeastern.edu) and website (southeastern.edu/admin/housing/rha/). On the right, social media handles for Facebook, Instagram, and Snapchat are listed as slu.rha. The banner is decorated with stylized green building icons at the bottom.

## STATE BOARD POLICIES

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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 Office of Student Affairs 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 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

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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.

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 maintain a 2.0 overall GPA to remain in the residence halls and organizational housing. Apartment residents must have a 2.3 overall GPA and sophomore standing at the time of application, and must retain a 2.3 overall GPA to remain in Southeastern Oaks Apartments. Honors residents must have a 3.0 GPA to remain in the Honors residence halls. 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](https://southeastern.edu/liveoncampus), then click "Apply." 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 Applicants** are defined as any student 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 resides in University Housing.

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

All applications for residence halls and apartments must be submitted by June 15<sup>th</sup> for the Fall semester, November 15<sup>th</sup> for the Spring semester and May 15<sup>th</sup> for the Summer semester. Applications received after these deadlines must include a processing fee, a \$50 late fee, in addition to the prepayment.

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 assign (dependent upon completion date of application).

The processing fee is a one-time fee as long as the student's application status remains current and applications are submitted by deadlines. Current residents who want to remain in University Housing for the 2020-2021 Academic Year must reapply online during the Reapplication Campaign, which will be announced after the start of the Spring 2021 semester. NOTE: Returners residing on campus must apply for the next agreement term while they are a current resident "in room" to avoid repayment of the \$100 processing fee. Dates of roommate matching and room self-selection will be announced; residents with complete applications by the stated deadline will participate. Students completing after the deadline will be auto assigned considering preferences and space availability. If

a returning resident does not complete the online application for the Fall 2020 semester and/or does not remit payment by the stated deadline, the resident will lose their returning resident priority over new applicants for the Fall 2020 semester. Returning residents must submit applications by the May 15<sup>th</sup> deadline for summer, June 15<sup>th</sup> deadline for fall, and November 15<sup>th</sup> deadline for spring to avoid payment of the late fee.

Residents are charged on a semester basis for residence hall and apartment space. Housing payments are due along with all other charges by the university fee payment 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.

All residents (other than those living in Southeastern Oaks) are required to purchase and retain a full meal plan (not including commuter meal plan) during the academic year. The default meal plan is chosen for students who do not indicate a meal plan choice. All mandatory, residential students who choose a meal plan in the fall semester will automatically be assigned the same meal plan for the following spring semester in the same academic year. 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**

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Only regular enrolled full-time students are eligible to live in on-campus housing. 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 to University Housing. Online form will be emailed to students 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**

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Residents are contractually obligated to reside in on-campus housing for one year (consecutive Fall and Spring semesters), including residents that are below the 2.0 GPA requirement and/or part-time status.

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.

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 (2.3 overall GPA or earn a 2.3 GPA on 12 hours or more from the previous semester for residents of Southeastern Oaks Apartments). Honors residents must have a 3.0 GPA to remain in the Honors residence halls.



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.

If the student's academic appeal is denied for the spring semester, the student must be completely moved out of their on-campus housing assignment by the Friday following Fall commencement. If items have not been removed by the deadline, University Housing will remove them and will not be responsible for any lost or damaged items during this process. Failure to remove items will result in additional charges.

## MID-YEAR BUYOUT

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**Students living in University Housing during the Fall Semester are obligated to remain in housing through May commencement.**

If a student wishes to terminate their 2020-2021 Academic Year housing agreement at the end of the Fall 2020 semester, he/she MUST submit the Agreement Buyout Online Form to indicate the reason for the cancellation. This must be completed by December 1, 2020. All students not returning to housing for the Spring 2021 semester will be assessed a \$750 buyout fee. Exceptions will be made for students who do not enroll in classes during the Spring 2021 semester or are graduating in the Fall 2020 semester.

Additional exceptions of the mid-year buyout fee will be considered for students who provide documentation for the following approved reasons:

- Graduation at the end of the Fall semester
- Marriage (copy of certificate required)
- Serious illness (Doctor's statement and verification required)
- Active military induction (copy of orders required)
- Withdrawal from Southeastern for the remainder of the University Housing agreement-Spring 2021
- Academic Suspension

After submitting the Agreement Buyout Form, documentation can be sent via email, fax, or mail. Requests by phone to cancel are not considered valid and will not be accepted. The deadline to submit a request to waive the mid-year buyout fee is Monday, January 4, 2021. Requests submitted after this deadline will not be reviewed. The mid-year buyout fee will be assessed to all students without an approved waiver of the buyout fee; the fee will post to the spring semester invoice.

All students not returning for the Spring 2021 semester MUST be properly checked out of their rooms by December 7, 2020. Students not correctly checked out by this date will be charged a \$250 improper check-out fee (no exceptions). 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 December 7, 2020, deadline that they remain in housing unless they have made prior arrangements with the University Housing staff.

Students who do not properly cancel and check out of their Fall 2020 assignments may be charged the full room rate for the Spring 2021 semester. Once Spring 2021 classes resume, room rates for students cancelling for the Spring 2021 semester will only be removed at the discretion of University Housing.

### Summary of Potential Fees for Mid-Year Buyout

- Buyout fee - \$750; deadline to submit waiver Monday, January 4, 2021
- Improper Check out fee - \$250; **must be checked out by December 7, 2020**
- Daily Room Rate - assessed for each day student is not properly checked out starting the week residence halls reopen to students for Spring 2021; based on current room rate
- Student Belongings Storage/ Disposal fee - \$300 (items stored for max of 30 days)
- Lost Room Key - \$50 per key
- Cleaning Fees (if applicable)
- Lock Change- \$100 per lock (if student does not return keys).
- Damages – will be determined by Housing staff

If a student wishes to terminate their housing agreement after they have checked-in to their assignment, they must put their intent in writing to: [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu).

Once University Housing receives the resident's request to terminate agreement, 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.

Once a student has checked into the room, NO CREDITS will be issued for any unused portion of the student's room rate.

## **REAPPLICATION PROCESS FOR THE FOLLOWING YEAR**

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Students living in University Housing during the Spring semester will be given instructions on how to reapply for 2021-2022 housing. Students will be notified of meeting dates and times where staff will review the process and give out information on how to reapply for housing. All returning students will be required to go through the reapplication process, as well as submit the \$300 prepayment online and must be pre-registered for the Fall 2021 semester. Residents wanting to return to housing must complete the online application and submit the prepayment by stated deadline to be given priority over new students. **NOTE: Returners residing on campus must apply for the next agreement term while they are a current resident "in room" to avoid paying the \$100 processing fee.** Once checked out, a resident is no longer considered a current resident; therefore, the application will be considered new and all applicable charges will apply. Returners who complete the online housing application after the published deadline will be assigned via auto allocation method considering the preferences listed on the application. Space is not guaranteed to returning students who do not remit their Fall prepayment by the May deadline. If a returning resident submits an application after the June 15 deadline, a late fee of \$50 will be assessed along with the \$100 processing fee. Students will be provided with details on the reapplication process during the Spring 2021 semester.

## **ROOM CREDIT POLICY**

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The housing application processing fee (\$100) is non-refundable. Credits of the processing fee are only granted if the student is not offered an assignment by the 15<sup>th</sup> class day of each semester. The late processing fee (\$50) is excluded.

The housing prepayment is refundable if a request to cancel is made in writing prior to June 15<sup>th</sup> for the Fall semester and November 15<sup>th</sup> for the Spring semester or if the student is not offered an assignment by the 15<sup>th</sup> class day of each 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**

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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. Returning residents who complete the online application after the published deadline will be assigned via the auto assignment method considering the preferences listed in their housing application. Assignments will be based on space availability. Returning students who apply after the published deadline will lose their returning resident priority and will be assigned via the auto assignment method along with new applicants. Preferences will be considered, however, assignments will be based on space availability.

The room/hall assignment is for the full academic year. Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of the semester, to request an assignment to another residence hall or apartment. After this period, all residents must meet their Resident Assistant and/or Area Coordinator to discuss their request for room changes.

Males and females will not be assigned to the same room or apartment. Students are assigned based on the gender registered at the University.

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.**

If a student moves from one on-campus residence to another and has a vehicle registered with Transportation Services, the student must verify with Transportation Services that the proper parking decal is being used. The Parking division will charge a minimal fee 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 require a student to share a room with a roommate. 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 space or moves, the student who remains agrees to accept another roommate, or may be required to move to another shared room/apartment upon request (“consolidation”).

## **RESIDENT CHECK-IN**

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Each resident will be informed of the date, time, and location for check in to on-campus housing. Rooms may be occupied **ONLY** by students to whom they are assigned. Please note that check-in procedures for Move in Mane-ia will be communicated via your Southeastern email. Procedures for check-ins that take place outside of Move in Mane-ia are subject to change due to COVID-19 restrictions.

**Rooms may not be sublet to another person.**

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

1. Issue the resident a room key/ activate their student ID.
2. Give the resident a Room Condition Report (RCR) that has been completed by the RA for that building/floor.
3. Give the resident the pink copy of the contract.
4. The original will be filed in the University Housing office until the resident checks out of the residence hall.

## **RESIDENCE HALL OR ROOM CHANGE REQUEST**

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The room/hall assignment is for the full academic year. Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of the semester, to request an assignment to another residence hall or apartment. After this period, all residents must meet their Resident Assistant and/or Area Coordinator to discuss their request for room changes. 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. A cleaning fee may be assessed if the room is not cleaned prior to check-out.

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 extending past the 48 hour deadline may be subject to a daily room rate charge for occupying 2 spaces.

## **WINTER BREAK SCHEDULE**

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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., Monday, December 7, 2020 – Sunday, January 3, 2021. Halls will reopen for residents on **Monday, January 4, 2021**. 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

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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. Requests for summer interim housing must be submitted via email to [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu).

## RESIDENT CHECK-OUT

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Checkout procedures are subject to change due to COVID-19 restrictions. Updates will be communicated to students regarding checkout procedures via their Southeastern email and will be posted by their Resident Assistant at the end of the Spring 2021 semester.

1. Each resident is responsible for scheduling a check-out time with his or her Resident Assistant unless told otherwise by University Housing.
2. The resident will have the room in good order and sweep before the Resident Assistant arrives to check the room. All personal items must be removed.
3. The Resident Assistant will review the Room Inventory Report issued during check in and will assess any damages in the room. Room keys 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 RCR. Both the Resident Assistant and the student will sign the check out portion of the RCR.
5. **Any resident who does not check out properly during a scheduled time with the Resident Assistant will be charged \$250.00 for an improper check-out and will waive any right to contest any damages or additional charges posted to his or her and university account.**
6. Residents may be given the option to complete an **Express Check-Out** if living in an eligible area. This option requires the resident to turn in keys directly to the University Housing Office. The resident waives the right to contest any damages or additional charges after the room is checked by a Resident Assistant.
7. Residents are encouraged to complete a "Mail Forwarding" Information Card in the University Housing Office for any mail received after their departure from campus.
8. 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 (failure to complete will result in cleaning fee charges):

- 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 are 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.**

Residents leaving after the Fall semester must make an appointment with their Resident Assistant to check out. 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. The same procedures listed above (1-8) will be followed for a student checking out after the Fall semester.

## **DISMISSAL AND RESIGNING FROM ON-CAMPUS HOUSING**

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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 - PROPERTY**

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It is **highly** recommended for residential 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 it is strongly advised that residents check with an insurance agent. Refer to our website resource on renter's insurance at [selu.edu/liveoncampus](http://selu.edu/liveoncampus) – Resident Information- "Renter's Insurance" link.

## **PROPER ROOM CARE AND BUILDING POLICIES**

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

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 on 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 Advocacy and Accountability for disciplinary action as appropriate.

**Climate Control** – Temperature control in your room is very important, if you allow the thermostat settings to be too cold or too hot, these extreme temperatures mixed with the outside weather conditions (hot or cold) and the normal high humidity of South Louisiana can cause various levels of moisture in your room causing water to collect on windows, walls, floors, and your personal property. If this practice is continued, it will cause poor air quality in your room which may result in mold and/or a musty smell. In addition this excess water will cause damage to the facility and personal property. To avoid this condition, never set your thermostat to maximum heat or cold, do not leave windows and doors open when your unit is running, and clean the front of your unit every couple of weeks. Be sure not to block the air supply with furniture or other items.

**At no time should any Air Conditioning Vents or Ducts be taped, sealed or obstructed.**

The climate control for Cardinal Newman Hall 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 confers with residents that live in the building to determine when to turn the heat and air conditioning on. Each room has a blower unit that can be turned off, set on 'low' or 'high', and does have a thermostat to control temperature.

**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, 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 CHUTE OR CARRIED TO THE DUMPSTER FOR YOUR BUILDING (Southeastern Oaks, Greek Village and Cardinal Newman). Dumpsters that are enclosed in fenced areas can be used, however the all trash must be put into the dumpster and gates should be closed after use. Trash from rooms is not to be disposed of in trash cans located at the exits of the buildings. Any trash left in the hallways, landings, or inappropriate items left in common areas may result in further administrative action.
- University Housing reserves the right to charge all residents of a section due to reoccurring trash in common areas.
- Dust your room with a damp cloth and then a dry cloth to reduce moisture.
- Wash bedding and bath towels at least weekly.

- Keep interiors of microwaves, refrigerators, coffee makers, etc., clean on a regular basis.
- Do not leave food uncovered.
- Avoid using products that release strong odors or contaminants.
- **OVERALL, KEEP YOUR ROOM CLEAN AND DRY and REPORT ANY PROBLEMS TO YOUR RA IMMEDIATELY!**

**Furniture** – You are responsible for the following all furniture in your space.

- At no time shall University Housing furniture be removed from the rooms or lobby areas.
- Any University Housing furniture found outside of rooms will be removed by the University and residents will be charged for these items.
- At no time shall lobby furniture be moved into any residential room. If lobby furniture is found in rooms residents may be charged for the items.
- **All furniture issues or damages must be reported to the University Housing Office** (wardrobes, desk, dressers, chairs, tables, sofas, beds and mattresses). Charges will be applied if damages are deemed to be the result of the resident's negligence.
- **If you encounter issues with furniture, do not discard any pieces. Example: If laminate comes off of a drawer, keep the laminate for it to be reapplied. If laminate is discarded student will be charged for the item.**
- **Do not stack any furniture in the rooms. Stacking furniture can damage the surfaces and may result in charges to the resident.**
- If furniture is moved or adjusted and becomes unlevelled or drawers are not closing properly please report to the University Housing Office Immediately.
- All furniture must be moved to its original location upon checkout. Some spaces may have restrictions on moving furniture.

**Windows/Curtains** – Windows and window ledges must be kept free of personal items at all times. The following must also be followed:

- **Only manufactured curtains are allowed in residence halls.** No sheets, blankets, or loose fabrics are allowed and will be removed by the University if found.
- All curtains shall be hung with a tension rod. At no time should brackets be screwed into walls to hang curtain rods.
- Curtains are only allowed in the window openings and in the closet openings of Ascension and Twelve Oaks Halls. Curtains should only cover the interior of the window opening and should not be taped, pinned or nailed to the side walls.
- No curtains will be allowed to separate rooms.
- All mini-blinds shall remain in place at all times.
- Window seals and ledges should remain free of personal items

**Smoke Detectors** – There are smoke detectors in each room for your safety. 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. For the newly installed smoke alarm system, the smoke alarm will flash and verbally alert if smoke/fire is detected. Tampering with, covering, or disconnecting fire safety equipment is serious. The student may be charged with fines up to \$250.00, be placed on a probationary status within the residential community and other disciplinary actions. Report any tampering with, beeping, hanging, or damaged alarms to the University Housing Office immediately.

**Fire Sprinkler System** – **DO NOT TOUCH** or **HANG** anything on the fire sprinklers; this will activate the fire suppression system and cause. Anyone who is found responsible for causing a sprinkler to discharge will be held responsible for all damages of property in addition to a fine of \$250, be placed on a probationary status within the residential community, and face other disciplinary actions. Report any tampering with the fire sprinkler system or damaged sprinkler heads to the University Housing Office immediately.

**Trash Removal** – Trash chutes are located near the elevator of each of the halls on south campus. You **MUST** place your trash in a plastic bag, tie it, open the trash chute, and insert your trash bag. **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. Do not insert hands, arms, or other body parts into the pathway of the trash chute. If the trash chute is full, bring to dumpster. Please do not place boxes or large items in trash chute. Those items should be brought to the dumpster.

**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 985-549-3499. For the safety of our residents, at no time should residents attempt to reset breakers in any electrical panels.

**Emergency Boxes** – Each of the residence halls, with the exception of Cardinal Newman Hall, have emergency boxes located on each floor. There is one box in each room of the Oaks. If these boxes are activated and you do not have an emergency, judicial action can be taken against you.

## **POLICIES AND REGULATIONS**

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Students are responsible for complying with all policies and regulations as set forth by the University Housing and/or the University. Drugs (including synthetics), weapons (including toy), vandalism, fighting, alcohol, and other serious behavior not conducive to the educational mission of the University and residential community will not be tolerated. Use of drugs is strictly prohibited including the use, consumption, possession, manufacture, furnishing, procuring, purchasing, sale, and/or distribution of any form of drugs except as expressly permitted by law. 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. For University policies, refer to the Student Handbook at [southeastern.edu/admin/stu\\_affairs/handbook/index.html](http://southeastern.edu/admin/stu_affairs/handbook/index.html).

**Webmail:** University Housing utilizes the Southeastern email system for communicating with residents. Residents are responsible for all material sent to their Southeastern email account by University Housing and should check it at least once every 24 hours. Residents are also responsible for any communication sent from their Southeastern account; misuse or abusive emails sent to other students, staff, or to the departmental email will be forwarded to the Area Coordinator for review and if applicable, to the Office of Advocacy and Accountability.

University Police and/or the 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 his 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 common 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/apartment and its furnishings. This includes window screens and front doors. The defacement of on-campus property including the grounds surrounding the hall is unlawful; violators may face heavy fines in addition to disciplinary action. Damage fees will be charged via a student's LEONet account.
3. Quiet hours will be enforced from 10:00 p.m. to 8:00 a.m. (Ascension, Louisiana and Livingston Halls are 24-hour quiet halls). During the remainder of the day, students are expected to keep the noise level to a minimum as not to disturb students around them. Fines for noise violations may be assessed (See Student Handbook). ALL on-campus University Housing facilities will observe 24 hour quiet hours during final exam weeks.
4. Radios, stereos, and televisions and other electronic equipment shall be used in such a manner as not to disturb anyone. Televisions and/or shelves **cannot** be mounted to the wall.
5. Residents may hang wall decorations by using painter's tape or thumb tacks. Residents are allowed to use no more than five (5) thumb tacks each (no nailing or screwing items into the walls).
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. A fee will be assessed to the student's LEONet account for cleaning costs associated with unauthorized animals.
7. Visitation Policy -- Effective September 25, 2020, guests are no longer required to live in the hall in which they are visiting. Residents will be allowed **one** guest per resident and there can be no more than **three** people in a room at a time. Roommates should continue to coordinate visitor schedules so that this guideline can be followed. Overnight guests remain prohibited for Fall 2020. There is no change in the social distancing guidelines. In common areas within buildings, residents and visitors will be expected to follow social distancing guidelines by maintaining a distance of 6 feet between individuals, not congregating in small places, and wearing face coverings. Overnight guests are not allowed at this time. Please refer to the Student Safe Campus Guide for social distancing guidelines.
8. Solicitation in On-Campus Housing Facilities: Door-to-door offering, or attempting 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 University Housing administration.
9. Washers and dryers are for residential use only. Any items left in the Laundry facilities will be discarded. Laundry facilities are located in the following halls:



- A. Ascension Hall
  - B. Cardinal Newman Hall
  - C. Greek Village
  - D. Hammond Hall
  - E. Louisiana Hall
  - F. Southeastern Oaks Commons
  - G. Twelve Oaks Hall
  - H. Washington Hall
10. 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 four times a semester, and more as warranted. University Housing will send emails 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.
  11. All Air Condition vents must remain in the open position at all times. Closing any vents may result in mold growth in rooms.
  12. Authorized University Personnel may enter, inspect, and make such repair to the assigned space as the University may deem reasonable.
  13. 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.
  14. 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. Micro-fridges are prohibited in Ascension and Twelve Oaks Hall due to the fact that suites already come with a micro-fridge unit.
  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. 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.
  17. Weight-lifting Equipment: Residents will not be allowed to keep weight-lifting equipment (free weights) in the residence hall. Residents may not use pull up bars or other exercise equipment that attach to door frames. Facilities for this activity are furnished in the Pennington Activity Center. If weights or other prohibited equipment is found in the residence hall and have caused damage, the resident(s) will be charged for the damages and may face disciplinary action.
  18. Food: All food kept in your room/apartment should be in containers with covers closed to aid in controlling pests. Empty food and beverage containers should be disposed of and not used as decoration.
  19. Smoking and tobacco use are prohibited in all University residences, facilities and grounds. Tobacco use includes but is not limited to cigarettes, pipes, hookah-smoked products, electric cigarettes, vape pens and oral tobacco products.

20. Cloths, towels, or other items are not to be hung on outside railings. Items left on railings will be thrown away. No items should be placed outside of room.
21. Health and Safety: It is the responsibility of each resident to keep his or her room/apartment in an 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, 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. Blinds should remain down for safety reasons (can be opened but not raised). Excessive clutter which impedes exit/entry to room should be removed.
22. Face Masks: It is required to wear face coverings while moving around campus, especially in spaces where physical distancing is not possible. Cloth masks are included in the supply kits provided to resident students at check in. Disposable masks will be made available in buildings should you need a mask and do not have your cloth mask with you. Disposable masks can be worn multiple times if allowed to dry between uses. Facial coverings will also be available for purchase at the University Bookstore.
23. Furniture: Residents are responsible for the condition of all assigned University Housing furniture upon checkout. All furniture must remain within the assigned space. No furniture shall be stacked, as this may damage the top surface. University housing furniture must be put back into its original locations upon check-out, to include the height of the bed. (Residents will be sent specific instructions prior to check-out.) When arranging furniture, a clear path of no less than 32" to the window from the entrance door must be present. Furniture must have at least 18" of clearance from the top of the furniture to the ceiling and must not impede any life safety device.
24. Outside Furniture: All furniture must be sealed (raw wood will be not be allowed). Furniture must be stationary (no rolling casters). Headboards are permitted so long as they are not screwed into, or glued to the walls or University Housing issued furniture. Headboards should be free standing or designed to not damage walls or University Housing furniture.
25. Prohibited Outside Furniture: Sofas, love seats and recliners are prohibited. Upholstered cushioned lounge chair or any chair with casters/ wheels are prohibited (stationary upholstered gaming chairs, pop out chairs and office chairs are permitted). Outside mattresses including blow up mattresses are prohibited.
26. Incendiary Materials: Candles, incense and/or candle warmers are not permitted in the residence halls or apartments. Lighters, torches, and additional incendiary agents are prohibited. Residents are allowed potpourri, diffusers, room sprays, and wax warmers. Wax warmers and diffusers must be turned off when the resident is not in their room.
27. 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, tasers or chemicals.
28. 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.
29. No paint is allowed in any University Housing Facility. Any damages to the building or furniture due to paint will be charged to the resident(s).
30. The University reserves all rights in connection with room assignments or termination of their occupancy. The University reserves the right to require a student to share a room with a roommate based on space availability.
31. The University reserves the right to move a resident to another room with an assigned roommate if a resident has paid for double occupancy.
32. The University reserves the right to refuse any application for accommodations in the residence halls, organizational housing, or apartment housing.

33. 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.
34. 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.
35. 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.
36. 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.
37. Only University provided bed mattresses are allowed in residence halls, organizational housing, and apartment housing due to fire regulations.
38. 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).
39. 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, Student Code of Conduct, Student Newspaper (Lion's Roar), and all notices posted on residence hall's bulletin boards.

## PROGRAMMING

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The Residence Hall Resident Assistant Staff plans exciting programs for the students in their section. Our overall goal is to help you succeed academically and personally while you reside on campus. Several of our communities have specialized populations and programs in place:

- Ascension: Honors Program (GPA of 3.0 or 23 ACT required)
- Cardinal Newman: Science, Technology, Engineering and Math students
- Greek Village: Organizational Housing
- Hammond: Underclassmen students
- Livingston: Honors (GPA of 3.0 or 23 ACT required)
- Louisiana: Honors (GPA of 3.0 or 23 ACT required)
- Pride: All female community
- Southeastern Oaks: Upperclassmen (2.3 GPA and 30 credit hours required)
- St. Tammany: Underclassmen and Upperclassmen students
- Tangipahoa: Underclassmen students
- Taylor: International student community and students identifying as a member of the spirit teams, marching band, music performance groups, athletes and individuals needing winter break accommodations
- Twelve Oaks: Returning students
- Village M: Women interested in joining Greek Organizations
- Washington: Community Outreach Program

## SOUTHEASTERN STANDARDS OF CONDUCT

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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 Advocacy and Accountability in the Student Union or accessed through the web at: [southeastern.edu/admin/stu\\_affairs/handbook](http://southeastern.edu/admin/stu_affairs/handbook).

## **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.

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

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 the 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.**

## **STUDENT CONDUCT PROCESS**

Students who violate residence hall policies and university policies and need disciplinary action taken against them may be referred to the Conduct Board for a hearing. Professional Housing or University Staff serve as advisor to the Conduct Board.

The five objectives of the Board are:

1. To act as a "conduct body" for the Office of Student Advocacy & Accountability 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 Advocacy and Accountability that the student be placed on disciplinary probation or suspended from the University.

### **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.

## **MAINTENANCE REPAIRS (CALL FIXX) (985) 549-3499**

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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 Condition Report 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 (985-549-3499) or visit [southeastern.edu/admin/phys\\_plant](http://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.

## **Cable, Laundry, Pest Control, Mold Problems and Card Access**

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

- Cable service not working
- Laundry facility problems
- Mold found in rooms
- Pest control issues
- Electronic door access not working
- Broken Furniture



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](http://southeastern.edu/chartertv).

## Internet

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*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

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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 <https://www.laundryview.com/selu> and enter the sign in code that is found on the LaundryView Mobile poster in your designated laundry room, and follow the instructions outlined on the poster.

### Simple Tips for Personal Safety:

1. Avoid walking alone at night. Keep to well lit, commonly traveled routes.
2. Familiarize yourself with campus.
3. Have your room or car keys ready.
4. Lock windows and doors when leaving your room or sleeping.
5. Do not post personal information on public webs sites.
6. **Download the safe campus app:** [southeastern.edu/safecampusapp](http://southeastern.edu/safecampusapp)

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 (Southeastern Oaks).

All of the Residence halls (except Southeastern Oaks) will require you to use your Southeastern ID to enter the building. In Ascension and Twelve Oaks your ID will give you access to your room as well. In all other residential halls your key will give you access to your room door, but not entrance to the building. 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 Transportation 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 Transportation Services, call 985-549-2877.

### **NORTH CAMPUS ENTRANCE GATE**

There is an entrance gate at Southeastern Oaks/Greek Village. When the gate is in the down position, residents must swipe their Southeastern ID to gain access into the parking area. The gate should not be lifted by anyone for any reason. 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, repair of the gate, 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; those not removed will be disposed.**

### **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 must 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. For expediency during fire drills, University Housing Staff will not knock before keying into a student's room as each room must be checked. All doors will be locked when staff exits the space for safety of students and property.

#### **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 SUBJECT 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, University 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)

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Here are a few facts 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/resident-info/forms/assets/roommateagreement.pdf](http://southeastern.edu/admin/housing/resident-info/forms/assets/roommateagreement.pdf)

1. Sit down with your roommate sometime during the first couple of days of 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 is not 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 belongings like clothes, money, hair dryers, stereos, cars, etc. Some roommates don't mind loaning things to their roommates, but some may so, 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

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The Document Source offers centralized mail services. To get your mail and packages, ensure you use the following address:

Legal Name  
Student Resident  
SLU Box 10705  
Hammond, LA 70402

You will have to use your legal name and not a nickname or your mail or package will be sent back to sender. Once The Document Source has received your mail or package, you will receive an emailing notifying you it is ready for pick up. You will then come to The Document Source in the Student Union during hours of operation to pick your item(s) up. You must bring your student ID with you.



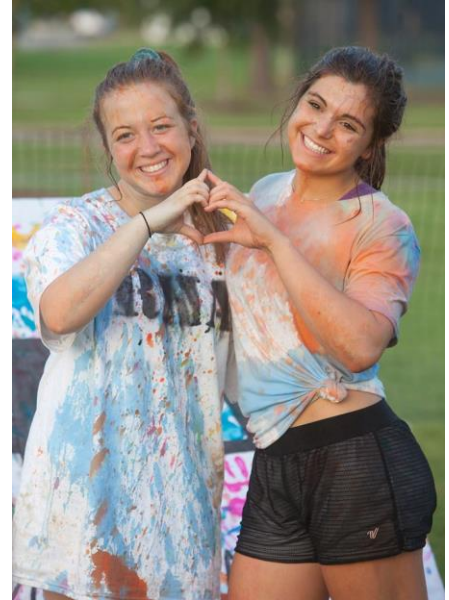
## HOUSING CONTACT INFORMATION

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University Housing  
Southeastern Louisiana University  
SLU 10704  
Hammond, LA 70402

Web site: [southeastern.edu/liveoncampus](http://southeastern.edu/liveoncampus)  
Email: [universityhousing@southeastern.edu](mailto:universityhousing@southeastern.edu)

Office location: Pride Hall  
Phone: (985) 549-2118  
Fax: (985) 549-5118



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](https://twitter.com/sluhousing)  
Instagram: @slu\_housing  
Snapchat: @sluhousing

### Important Numbers

All numbers listed below begin with area code 985

University Housing ..... 549-2118

#### Residential Community – On Call Phone Numbers (M-Th, 5 pm-7:30am and weekends)

Ascension Hall ..... 222-5026

Cardinal Newman Hall	969-8615
Greek Village	351-8210
Hammond Hall	969-8625
Livingston Hall	969-9778
Louisiana Hall	969-8624
Oaks Apartments	969-8628
Pride Hall	969-9751
St. Tammany Hall	969-8621
Tangipahoa Hall	969-8632
Taylor Hall	969-8626
Twelve Oaks Hall	320-8242
Washington Hall	969-8623

FIXX It Line ..... 549-3499

**Emergency**

University Police ..... 549-2222

**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 Advocacy and Accountability	549-2213

**Student Services**

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



**SOUTHEASTERN LOUISIANA UNIVERSITY  
UNIVERSITY HOUSING**

**RESIDENCE HALL AND APARTMENT TERMS AND CONDITIONS  
Academic Year 2020-2021**

**This Agreement governs the residence halls and Southeastern Oaks Apartments.  
All references to “residence halls” or “rooms” also apply to Southeastern Oaks Apartments.**

**AGREEMENT OVERVIEW**

This agreement pertains to a space in the residence hall, 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 through May commencement, unless applying for summer school housing only. 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 AND DURATION OF AGREEMENT**

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 requirements 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 Fall 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 Section 19 for more information).

- a. The term of this agreement is the academic year (Fall and Spring). All residence halls, with the exception of Greek Village, Southeastern Oaks, and Taylor Hall will close when the University closes in December for Winter Break.
- b. Students granted permission to check in prior to the official move-in date are subject to the terms of this agreement and may be subject to additional charges.
- c. Students cancelling this agreement prior to May commencement may be assessed charges and penalties as outlined "Room Credit Policy."
- d. Students reassigned to Greek Village will be subject to different Terms and Conditions, 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.

New Applicants are defined as any student 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.

<b>New Freshmen/Non-Resident Returner/Greek Non-Resident Returner Fees</b>		
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 15 <sup>th</sup> for the fall, November 15 <sup>th</sup> for the spring, May 15 <sup>th</sup> for the summer.
<b>Returner/Greek Returner Fees</b>		
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 15 <sup>th</sup> for the fall, November 15 <sup>th</sup> for the spring, May 15 <sup>th</sup> for the summer. Student does not retain returning resident status.

### **MANDATORY MEAL PLAN**

All residents (other than those living in Southeastern Oaks) are required to purchase and retain a full resident meal plan (not including commuter meal plan) during the academic year. The default meal plan is chosen for students who do not indicate a meal plan choice. Students changing assignments mid semester are subject to the mandatory meal plan policy. Meal plans may be upgraded at the start of each semester by contacting Dining Services. Limited meal service may be available during university closures, holidays, and Winter Break.

### **ASSIGNMENTS/BOOKINGS**

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.

### **ASSIGNMENT/BOOKING ELIGIBILITY**

Upon acceptance of this agreement and submission of the housing application and all applicable fees, applicants will be eligible for roommate matching and room self-selection. Applicants will be notified via their Southeastern Webmail when these selections may be made. Applicants who do not self-select their room (i.e., completed application after stated deadline) will be assigned based on space availability using the auto assignment method.

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 [southeastern.edu/liveoncampus](http://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, triple rooms by 3 persons of the same gender (as registered with the University). Apartments are to be occupied based on capacity (i.e., 2 bedrooms or 4 bedrooms).

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.

### **PARTIAL OCCUPANCY**

In the event one or more of the occupants does not claim his/her assigned room or apartment space or moves, causing his/her room/apartment 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):

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

### **ACADEMIC STANDARDS**

Residents are contractually obligated to reside in on-campus housing for one year (consecutive Fall and Spring semesters), including residents that are below the 2.0 GPA requirement and/or part-time status.

Residents below the minimum GPA requirement will be allowed to participate in the Fall Reapplication process. If the resident's GPA remains below the minimum GPA requirement at the conclusion of the spring semester, the resident must submit an appeal to University Housing for consideration during the designated time frame or the fall assignment will be cancelled. All appeal decisions are final.

Additionally, these residents are strongly encouraged by University Housing to apply for Summer term Housing and enroll in summer courses in an effort to increase their grade point averages.

### **BEHAVIOR**

Residents are responsible for complying with all policies and regulations as set forth by University Housing (see *Resident Guidebook*) and/or the University [Code of Conduct](#). 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.

#### **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, and other toy guns), explosives, and illegal drugs are not allowed in Southeastern residence halls and/or apartments 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 Resident Guidebook and the University Student Handbook.

#### **DAMAGE/RELEASE OF LIABILITY**

Occupants of the residence halls 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.)

#### **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) to close or secure the space.

#### **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.

#### **GENERAL POLICIES**

- a. Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.
- b. 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.
- c. 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.
- d. 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 tuition and fee schedule published in the [General Catalogue](#).
- e. 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.

### **WINTER BREAK SCHEDULE**

Temporary or interim housing is not available during the two week university closure between the fall and spring semesters. The only housing options that remain open during this time are Southeastern Oaks, Greek Village, and Taylor Hall. Students must be assigned to one of these residence halls for the fall semester in order to remain on campus during Winter Break.

### **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.

#### Prepayment Fee Credits

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

- The applicant submits, in writing, a request to cancel the application **PRIOR** to June 15<sup>th</sup> for the Fall, November 15<sup>th</sup> for the Spring, and May 15<sup>th</sup> for the Summer.
- The applicant is not offered an assignment by the 15<sup>th</sup> 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**

- a. 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.



- b. 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).
- c. Returners – 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, improper check-out fee, and the mid-year buyout fee (if applicable).

**All cancellations must be submitted in writing. University Housing will not process a verbal request to cancel.**

Once University Housing receives the resident’s request to terminate the agreement, the student has 24 hours to vacate the residential facility. The student must return all assigned keys and follow appropriate check-out procedures. Failure to do so may result in additional charges as outlined in the Summary of Potential Mid-Year Buyout Fees/Late Check-Out Charges below.

**Mid-Year Cancellations/Buyout Fee**

Residents terminating the academic year housing agreement prior to the spring semester must complete the Agreement Buy-Out form and submit all required documentation to universityhousing@southeastern.edu indicating if graduating, not returning to the University, or not returning to live on-campus. The deadline to submit request and documentation is stated in the Resident Guidebook under the section titled Mid-Year Buyout. Students who remain enrolled in classes but do not return to on-campus living will be assessed a \$750 Buyout Fee. Additional information regarding the Buyout Fee is available in the Resident Guidebook.

**The last day of occupancy for residents who cancel their housing agreement is the Friday prior to December commencement. All students who are not returning to housing for the spring semester must check out by this deadline. Failure to do so will result in late check-out charges (see chart below for a list of potential charges).**

<b>Summary of Potential Mid-Year Buyout Fees Late Check-Out Charges</b>		
Buyout Fee	\$750	Fee assessed to any student who remains enrolled in spring classes.
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 beginning January 1.
Student Belongings Storage/Disposal Fee	\$300	Items stored for maximum of 30 days.
Lost Room Key	\$50 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 • [Southeastern.edu/liveoncampus](http://Southeastern.edu/liveoncampus)**

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# FIRE DRILL RALLY POINTS

## Map Key

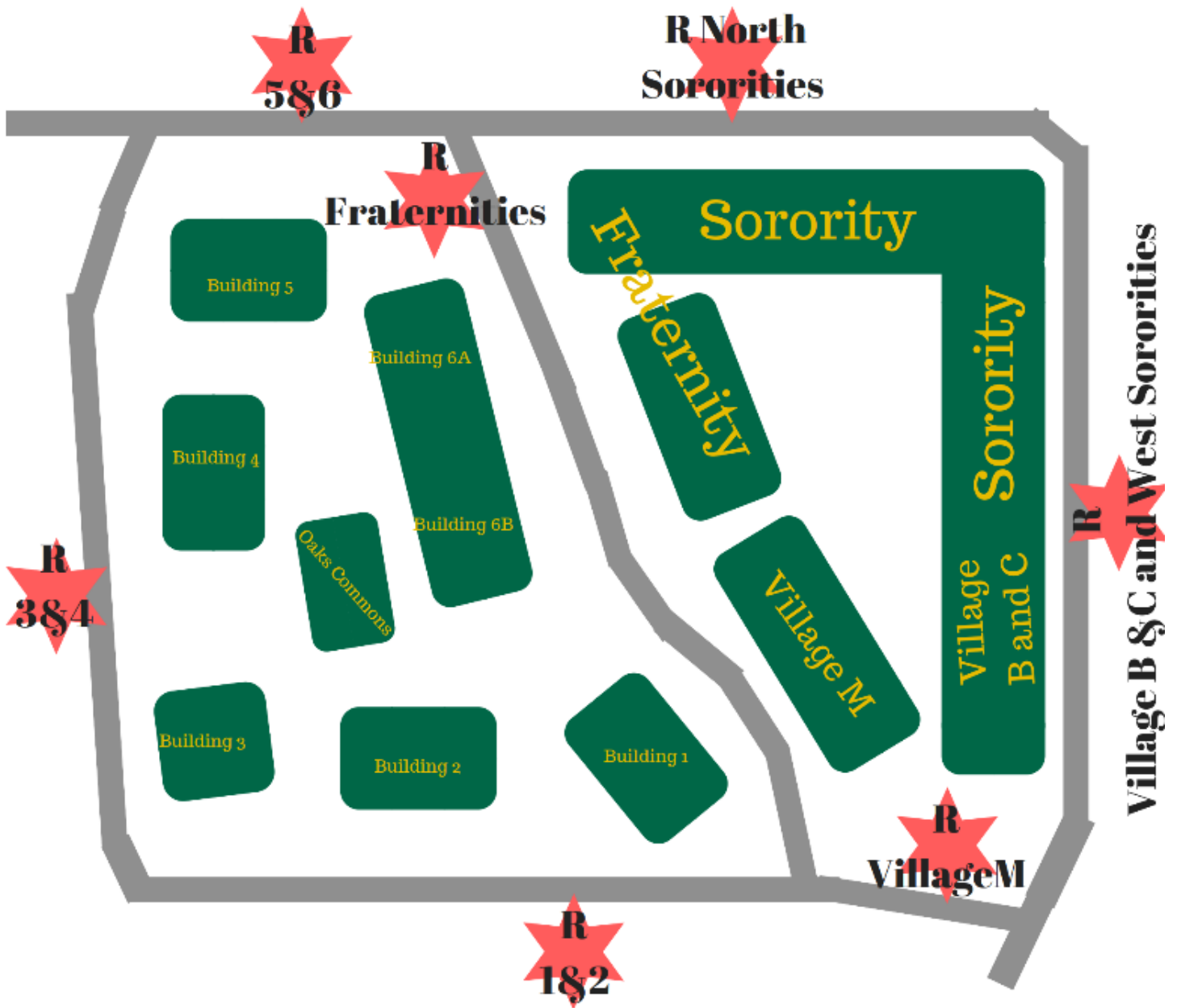
**R** = Rally Point

Note: Not to Scale



**Cardinal Newman**





# YOUR SAFETY MATTERS



THE POSSESSION OR CONSUMPTION OF ALCOHOL  
ON CAMPUS IS STRICTLY PROHIBITED

POSSESSION AND USE OF MARIJUANA AND OTHER  
DRUGS ON CAMPUS IS ILLEGAL REGARDLESS OF AGE  
AND IS STRICTLY PROHIBITED.

Violating the law and University policy will result in consequences through the University's  
conduct system as well as possible legal outcomes.

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FOR DETAILED INFORMATION ON THE SOUTHEASTERN  
DRUG AND ALCOHOL POLICY, PLEASE VISIT:  
[SOUTHEASTERN.EDU/STUDENTHANDBOOK](https://southeastern.edu/studenthandbook)

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