

# Auxiliary Services

## HOUSING AND LIVING ACCOMODATIONS

### OFF-CAMPUS HOUSING PERMISSION

All unmarried, full-time undergraduate students with less than 60 hours, regardless of age or whether or not they have been emancipated, are required to live in on-campus residence halls as long as space is available.

Students who are residing with parents, legal guardians, close relatives (defined as grandparents, married brother, married sister), or hardship cases as established by the Board of Supervisors for the University of Louisiana System may be exempt from the on-campus residency requirement. Exemption information and claim forms may be obtained from the Office of the Assistant Vice President of Student Affairs. Students found violating the policy as stated above will be required to move into the residence hall system and pay room rent plus an administration fee for the semester in which the violation occurred. Refusal to do so will result in disciplinary action.

To be considered for exemption from the on-campus residency requirements, students must complete the appropriate application form. Forms must be submitted at least 25 days prior to the first day of registration for a semester in order to ensure full consideration. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester. Forms are available in the Office of the Assistant Vice President of Student Affairs.

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

### UNIVERSITY RESIDENCE HALLS

The University provides living accommodations for approximately 2,300 students in campus residence halls, apartments, and organizational housing. Continuous efforts are made to provide educational, social, and cultural advantages as part of the experience in group living for hall residents. All residential facilities are NON-SMOKING, including the perimeter of the facilities. First time Southeastern students must be fully admitted to the university prior to being accepted for University Housing. All continuing Southeastern students must have a 2.0 overall GPA or a 2.0 on 12 hours or more from the previous semester to remain in housing or apply to live in a residence hall or organizational house. In order to live in campus apartments, a student must have a minimum 2.3 GPA and at least 30 earned credit hours.

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

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

The administration of the residence halls is based on the premise that students are endeavoring to do their best, observing the democratic principles of consideration of others, so that students may pursue their chosen courses of instruction in a manner which will be both to their credit and to that of the University. Students who fail to comply with all residence hall regulations are subject to disciplinary action. University Housing has a **ZERO TOLERANCE** policy for harmful or disruptive behavior in and around the residential communities. Drugs, weapons, vandalism, fighting, alcohol and other serious behavior not conducive to the educational mission of the university and residential community will not be tolerated. Students in violation may be immediately removed from the residence hall and will receive no refunds.

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

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

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

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

### APPLICATION FOR ROOMS IN UNIVERSITY HOUSING FACILITIES

Only regularly enrolled full-time, unmarried students will be eligible to live in the residence halls, apartments, or organizational houses without special permission. Part-time students may be granted special permission from Housing Administration to reside on campus. First time Southeastern students must be fully admitted to the university prior to being accepted for University Housing. All continuing Southeastern students must have a 2.0 overall GPA or a 2.0 on 12 hours or more from the previous semester to remain in housing or apply for residence hall or organizational housing. To apply and live in the campus apartments, a student must have a minimum 2.3 GPA and 30 earned credit hours. All Housing applications must be accompanied by a processing fee and prepayment. Once a student's housing application has been processed, it becomes a binding agreement to which the student is financially committed from the time of application through the remainder of the academic year. Students submitting a housing room application agree to live in housing and are responsible for all housing and meal charges through May commencement, unless only applying for summer school housing. Please contact University Housing for details regarding Organizational Housing agreement terms.

## CLAIMING UNIVERSITY HOUSING ASSIGNMENTS

Southeastern Louisiana University does not guarantee assignment to a particular type of accommodation. Assignment to rooms in the residence hall will be made in accordance with the established policy for priorities and on the basis of available housing space. Room assignment is contingent upon final acceptance for admission. Organizational house room assignments are made by University Housing in conjunction with each organization's House Manager. Rooms are to be occupied ONLY by the students to whom the rooms are assigned. Rooms may not be sublet to another person. Applicants are advised to apply early. Building and room assignments are based on; acceptance to the university, date of Housing application, and all fees and prepayment received. The university reserves the right to change the room assignment of any student, to deny residence to any student, or dismiss a student from a residence hall at any time such action is deemed necessary for the best interest of the residence hall system and/or its residents.

## CAMPUS DINING SERVICES

Southeastern Louisiana University has a continuing commitment to offer quality dining programs and facilities that reflect the lifestyles of today's college student. Our campus dining program provides a unique combination of specialty restaurants offering a variety of food choices. Two types of restaurants are featured in Campus Dining Services: 1) Cayman Cafe –an all-you-care-to-eat dining facility; 2) The Lion's Den – a food court which is host to retailers such as Burger King, Popeye's, Taco Bell, and more. We also offer other retail locations including Starbuck's, Chick-fil-A, Roomie's, and Java City Internet Cafe. In addition to the many restaurant options, we also offer two full-service convenience stores on campus. Mane Market is located in Louisiana Hall and Mane Market Too is located in Garrett Hall.

## MEAL PLANS

Southeastern Louisiana University has a mandatory meal plan policy for resident students.

### *The Lion Plan*

Provides nineteen (19) all-you-care-to-eat meals per week in Cayman Cafe and Cub Cash (declining balance dollars).

### *The Pride Plan*

Provides fourteen (14) all-you-care-to-eat meals per week in Cayman Café. Cub Cash (declining balance dollars) are included with this meal plan.

### *The Pack Plan*

Provides 150 all-you-care-to-eat meals per semester in Cayman Cafe and Cub Cash (declining balance dollars). This is the default plan if a student does not choose a meal plan during registration.

### *The Cub Plan*

Provides nine (9) all-you-care-to-eat meals per week in Cayman Cafe. Cub Cash (declining balance dollars) are included with this meal plan.

### *Commuter Meal Plan*

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

### *Voluntary Meal Plan I*

This plan is for commuter students and Southeastern Oaks residents. It provides 3 meals per week at Cayman Café and \$375 in Cub Cash (declining balance dollars).

### *Voluntary Meal Plan II*

This plan is for commuter students and Southeastern Oaks residents. It provides 1 meal per week in Cayman Café and \$265 in Cub Cash (declining balance dollars).

To find out more about Cub Cash (declining balance) amounts or to purchase additional declining balance dollars please visit the campus dining office located in the Twelve Oaks complex or call us at (985) 549-2286.

## CAMPUS DINING SERVICES LOCATIONS

- A. Cayman Cafe – is the residential dining facility featuring an all-you-care-to-eat menu. Numerous choices range from a salad bar, home-style entrees, burgers, deli sandwiches, and fresh pasta dishes, to name a few.
- B. Lion's Den – a retail location that features Burger King, Popeye's, Taco Bell, and other fast food choices including pizza, pasta, snacks and more.
- C. Subway – a stand alone Subway featuring all of your favorite Subway sandwiches and salads.
- D. Starbuck's – Full service location featuring Starbuck's coffee, muffins, bagels, and more.
- E. Roomie's – a retail location featuring STARBUCKS coffee, muffins, bagels, cookies, and other snack items.
- F. Chick-fil-A – a retail location next to Cayman Cafe. Featuring traditional Chick-fil-A sandwiches and waffle fries.
- G. Java City Internet Cafe – a retail location featuring designer coffee, pastries, and more.
- H. Mane Market- convenience store located in Louisiana Hall featuring snacks, drinks, grab-n-go items, and basic convenience store items.
- I. Mane Market Too- convenience store kiosk in Garrett Hall featuring grab-n-go salads, sandwiches, snacks, drinks, and more.

Once a student selects their meal plan during registration, the entire amount must be paid by fee payment deadline. All meals can then be purchased by presenting the Southeastern ID card. University ID cards are issued by the Campus Card Operations to all registered students (please see below).

## **CAMPUS CARD OPERATIONS**

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

The Student ID card is used to access the Lion's Lagniappe Account. This is a campus wide account established to reduce the need to carry cash while on campus. The Lion's Lagniappe account can be established by selecting an amount *during* registration through the student's LeoNet account or via cash deposit into one of the three Lion's Lagniappe Value Terminals (located in Sims Memorial Library, Louisiana Hall, and the Student Union across from The Document Source). Lion's Lagniappe account can be added *after* registration at the Controller's Office or online through LeoNet.

Lion's Lagniappe funds will rollover from semester to semester as long as the student is enrolled. Refunds on balances over \$25 are only issued at the end of a semester or if a student withdraws from the University. Students may request a refund of Lion's Lagniappe funds during the semester, however, a \$10 processing charge will be assessed. Refunds of accounts, which were paid with Financial Aid funds, will be reimbursed to the financial institution. Lion's Lagniappe balances will be credited upon separation from the university (i.e. graduation, resignation, etc.)

Lost or stolen Student ID cards should be reported immediately to Campus Card Operations or University Police Department. When the card is reported lost or stolen, it immediately becomes invalid.

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

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

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

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

## **POST OFFICE**

The University Post Office is a contract station of the Hammond United States Post. Hours of operation are consistent with the University calendar. Anyone wishing to receive mail while on campus must rent a post office box. Post office rental box costs are \$16.00 per semester (Fall and Spring) and \$8.00 (Summer). There is a \$25 charge for replacement keys and for non-returned keys (open box closure).

## **DOCUMENT SOURCE**

The Document Source is a full-service Xerox copy center serving Southeastern students, faculty and staff, as well as the general public. We offer the professional quality and service you would come to expect from one of the international leaders in business solutions.

## **TEXTBOOK RENTAL**

The Textbook Rental System issues all hardcover textbooks on a student fee system at a per course charge. The charge is included on the student invoice and is refundable only upon resignation on or before the last day of final registration or when a course is dropped and the book is returned by the end of final registration. To confirm the return of textbooks, students are encouraged to check/print their LeoNet "View Book History" account prior to and immediately following the return of their books.

Textbooks are issued by barcode number. Students are required to return the book that was issued to them in good condition and undamaged. Lost, wet, mildewed, or damaged books must be purchased. Students will receive notification from Textbook Rental if books are deemed damaged and charges will be posted to the student's account. Books not claimed within 3 weeks of notification will be subject to disposal. All purchases of rental textbooks are final.

Students must present their Southeastern Student ID card to check out their books. Prior to picking up books, students are encouraged to print their personalized list of rental books using their LEONET Book Location/Semester Account. Students will be emailed an official notification verifying book check-out and are responsible for reading and reporting discrepancies within the timeline posted in the email.

Students are required to return the book(s) issued to them by the first business day following the last day of final exams. A book drop return is available to students during times that the Textbook Rental office is closed. The book drop box will automatically lock when filled.

Books returned in drop box are checked in by barcode only (rather than by Student ID). Thus, drop books will be checked in from the appropriate renter's account regardless of who returns the book via the drop box. All drop books will be checked in the day following the drop.

A \$7.50 per book fine will be assessed on books returned from the second business day through the fifth business day following final exams.

Non-returned books will be charged at the full retail price.

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

Books can be returned by mail but must be post-marked by the scheduled return deadlines or late/overdue charges will be applied.

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Students do have the option of purchasing textbooks. Rental fees will be refunded for textbooks purchased from Southeastern Textbook Rental within the first three weeks of classes.

Prices are subject to change without notice. Books such as manuals and workbooks, that are not available through Textbook Rental, may be purchased from the University Bookstore or any other source the student chooses.

### **UNIVERSITY BOOKSTORE**

Texas Book Company (TBC) has partnered with Southeastern for the operation of the University Bookstore. The bookstore carries a complete line of Southeastern gifts and accessories, greeting cards, office supplies, backpacks, textbooks, academically priced software, general reading books, and art supplies.

TBC shall grant a full refund for textbooks during the first five (5) days of the fall and spring semester classes, with a receipt. Thereafter, a full refund is given through the twelfth (12th) class day with a receipt and a proof of withdrawal. A cash register receipt must accompany all refunds and returns.

1. Returns may be made within five (5) class days of each summer session.
2. Study guides, test preparations, and manuals are non-refundable.
3. Computer items and software may be refunded or exchanged within three (3) days from the date of sale, with the original receipt, providing the merchandise is unopened.
4. All other merchandise may be returned within three (3) days of purchase with a receipt.
5. New materials must be returned in original condition.
6. Shrink-wrapped items may be returned for refund, if unopened.
7. Refunds for textbooks are not allowed during the week prior to, or during finals.  
Cap and gown purchases are available in the Fall and Spring. College rings may be ordered at any time.