



University Housing



2025-2026

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Welcome to the Pride from the Director of University Housing

Welcome home, Lions,

It is my pleasure to welcome you all to Southeastern Louisiana University's on-campus community! Living on campus is an exciting opportunity to immerse yourself in the full university experience, and we are here to support you every step of the way.

Our residence halls, apartments, and organization housing are more than just a place to live. We believe this is where you will build lasting friendships, engage in meaningful activities across campus, and create unforgettable memories to last a lifetime. We are committed to providing you with a safe and inclusive space that fosters academic success, personal growth, and community involvement.

This Resident Guidebook is designed to help you navigate your new home on campus. You will find essential information about our policies, services, and resources. We are here to assist you and ensure that your time on campus is both enjoyable and enriching.

Welcome to your home away from home. We are thrilled to have you with us and look forward to an amazing year ahead! LION UP!

Amanda B. McDaniel

Amanda B. McDaniel, M.Ed.
Director of University Housing

Mission Statement

The mission of University Housing 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.

Contacting University Housing

Students can contact University Housing Office staff on the first floor of Pride Hall by phone or email during business hours. Outside of business hours, a Resident Assistant (RA) is on-call for each residence hall, reachable via the phone number posted throughout the hall (all duty phone numbers are also in Appendix A). Residents may also email their RA directly with questions or concerns. While RAs can sometimes be reached by knocking on their door, they are students and not always available in person.

Website: southeastern.edu/housing

Email: universityhousing@southeastern.edu

Phone: 985-549-2118

Office Location: Pride Hall (1301 SGA Drive, Hammond, LA 70402)

Business Hours

Fall/Spring Hours of Operation: 7:30AM-5:00PM Monday through Thursday, 7:30AM-12:30PM Fridays.
Summer Hours of Operation: 7:00AM through 5:30PM Monday through Thursday.

Mailing Address

University Housing Office
Southeastern Louisiana University
SLU 10704
Hammond, LA 70402

Social Media

facebook.com/southeasternuniversityhousing

Instagram: @sluhousing

TikTok: @southeastern.ras

University Housing Staff

The University Housing Staff consists of professional administrative staff and student staff, supported by Housing Maintenance personnel, custodians, groundskeepers, and the resources of the entire Southeastern community. For more information about our staff, visit the [staff page](#) on the University Housing website at southeastern.edu/housing.

Applying to Live On Campus

Requirement to Live on Campus

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.

Students requesting consideration for exemption may contact the Office of the Dean of Students at deanofstudents@southeastern.edu. 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.

Eligibility

New Applicants

New applicants include any student not currently residing in University Housing, first-time applicants, and students who check out of their residence before applying for the next term. **To apply, new applicants must:**

1. **Be fully admitted to the University.**
2. **Be a regularly enrolled, full-time, unmarried student.**

The Director of University Housing may grant special permission for non-full-time students to reside on campus.

Returners/Greek Returners

Returners/Greek Returners are any student (regardless of classification) who currently reside in University Housing. **Returners and Greek Returners must meet the following criteria:**

1. **Be a regularly enrolled, full-time, unmarried student.**
2. **Hold a 2.0 cumulative GPA.**
 - a. **Returner in Southeastern Oaks Apartments: Hold a 2.3 cumulative GPA and 30+ credit hours earned.**
 - b. **Returner in Honors Residence Hall: Hold 3.0 cumulative GPA.**

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).

Academic Standards

Campus Living Option	Academic Standard Required
Residence Halls and Organizational Houses	Maintain a 2.0 cumulative GPA or earn a 2.0 GPA on 12 credit hours or more from the previous semester's coursework.
Southeastern Oaks Apartments	Maintain a 2.3 overall GPA or earn a 2.3 GPA in 12 hours or more from the previous semester's coursework and have a minimum of 30 credit hours.
Honors Residence Halls	Maintain a 3.0 cumulative GPA or earn a 3.0 GPA in 12 hours or more from the previous semester's coursework.

Failing to Meet Academic Standards

Failure to meet academic standards does not negate the residents contractual obligation to reside on-campus for one consecutive academic year.

Residents with a GPA below the minimum requirement can still reapply for housing if their current semester GPA meets or exceeds the overall requirement (see table above), or if they submit and receive approval for a housing academic appeal during the designated timeframe. University Housing strongly encourages these residents to consider summer housing and courses to improve their GPA. Discuss Summer Smart courses with your Academic Advisor.

Academic Suspension

The University will notify students placed on academic suspension and provide appeal instructions via the Office of the Registrar. If a resident doesn't appeal, they must check out by the stated housing deadline. To continue living on campus, students must also file a separate housing appeal in addition to their academic suspension appeal. Students will receive appeal outcome notifications and further instructions via their University email.

Students on academic probation whose GPA falls below 2.0 will be academically suspended. They cannot return to Southeastern the following semester without an approved appeal via the Office of the Registrar. The University will notify suspended students and provide appeal instructions. Suspended students must check out by the semester deadline, and all subsequent room reservations will be canceled. Even with a University appeal approval, students wishing to return to campus housing must also secure a Housing Academic Appeal to reside with a sub-minimum GPA. If approved, they may apply for housing as a new applicant.

Accessing the Housing Application Portal

1. Go to www.southeastern.edu.
2. Click on Quick Links in the top right corner.

3. Click gmail to log into your Southeastern email address.
4. Once you are in your inbox, select Google Apps launcher (“waffle”) and scroll down until you see the StarRez Portal X icon.
5. After you click the icon, you will be redirected to the housing portal.
6. Click Housing Applications & Resident Meal Plans.
7. Select the term you need to apply for.

For additional information on how to apply for housing, visit <https://www.southeastern.edu/admin/housing/apply/> to view the ‘How to Apply for Housing’ page.

Application and Prepayment Fees

Applications for University Housing must be submitted via the Housing Portal and must be accompanied by the following fee payments in order to be considered complete.

- **\$300 prepayment fee** applies to all housing options (single suite, double, apartment, org. housing);
- **\$100 non-refundable processing fee** is required of all applications submitted by new students and from returning residents applying after the stated deadline;
- **\$50 late fee** applied to applications submitted after the application deadline.

Deadlines to Avoid Late Fees

Applications received after these deadlines will include a \$50 late fee in addition to the prepayment and processing fee:

- Academic Year/Fall Semester: **June 15**
- Spring Semester: **November 15**
- Summer Semester: **May 15**

Roommate Matching, Room Renewal, and Room Self-Selection

Dates of roommate matching, room renewal, and room self-selection will be emailed to current residents when the Academic Year application opens on November 1. Residents with a completed application by the stated deadline will have the opportunity to participate in each event. Students who submit their applications after the deadline will be auto-assigned to rooms based on their preferences and available space.

Charges for Housing

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

Students residing in organizational houses in Greek Village are assigned to six-month agreement periods. Due to annual maintenance, University Housing may require residents to vacate the building for a period of time between the spring and fall semester (during regular summer semester).

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 Workday.

Meal Plans

All residents of contemporary halls are required to purchase and retain a residential meal plan during the academic year.

- Residents of Southeastern Oaks Apartments are exempt.
- Greek residents with at least 60 hours completed are exempt.

The default meal plan will be assigned to students who do not select one. Residents who choose a meal plan in the fall semester will automatically be assigned the same meal plan for the following spring semester of the same academic year. Greek Village residents are eligible to purchase the Gold 400 commuter meal plan.

All students have until the fee payment deadline to make meal plan changes in Workday or by the second week of classes through [Dining Services](#).

Leaving Housing Mid-Year (Mid-Year Buyout)

Residents are contractually obligated to reside in housing for one academic year (consecutive fall and spring semesters). Students living in University Housing during the fall semester are obligated to reside in housing through May commencement.

If a student wishes to terminate their academic-year housing agreement early, they must submit an Agreement Buyout Form on the University Housing website to indicate the reason for the cancellation. This must be completed by the Friday of the week of final exams. Students terminating their contract early will be assessed a \$750 buyout fee. Exceptions of the mid-year buyout fee will be reviewed for students who provide documentation for the following reasons:

- Graduation at the end of the fall semester
- Marriage (copy of certificate required)
- Medical condition (Medical or mental health professional statement and verification required)
- Active military induction (copy of orders required)
- Withdrawal from Southeastern for the remainder of the University Housing agreement
- Academic Suspension

After submitting the Agreement Buyout Form, supporting documentation can be sent via email or postal mail. Requests to cancel by phone are not considered valid and will not be accepted. The deadline to submit a request to waive the mid-year buyout fee is January 1. 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 be posted to the spring semester invoice.

All students not returning for the spring semester must check out of their rooms by the Friday of final exams week. Those who fail to check out properly by this date will be charged a \$250 improper checkout fee and a daily room rate for each day they remain in housing after the deadline, unless prior arrangements have been made with University Housing staff.

Students who do not properly cancel and check out of their fall assignments may be charged the full room rate for the spring semester. Once spring classes resume, the removal of room rates for students canceling for the spring semester will be at the discretion of University Housing.

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. Once the student has submitted a request to terminate the agreement, the student has 48 hours to vacate the residential facility by completing a proper checkout (see checkout instructions). After a student has checked into their room, no credits will be issued for the remaining period of the agreement period.

Reapplication

Students living in University Housing during the spring semester will be given instructions on how to reapply for the academic year via email. All returning students will be required to go through the reapplication process, submit the \$300 prepayment online, and must be pre-registered for the fall semester. Residents who wish to return to housing must complete the online application and submit the prepayment by the stated deadline to be given priority over new students.

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 automatically allocated a room. Auto allocation considers the preferences listed on the student’s application. This is not a random assignment. Space is not guaranteed to returning students who do not remit their fall prepayment by the deadline. Students will be provided with details on the reapplication process during the spring semester.

Reapplication to Organizational Housing

Students living in organizational housing will be given instructions on how to reapply for organizational housing during the fall semester.

All Greek Returners will be required to go through the online application process for the spring Greek Only Term, submit the \$300 prepayment and must be pre-registered for the spring semester. Residents wanting to return for July 1 - December 31 must complete the reapplication form online by the designated deadline and submit the online prepayment. Space cannot be guaranteed to returning students who do not remit their fall prepayment before May Commencement. 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.

Greek Returners residing in Greek Village must apply for the next agreement term while they are a current resident “in room” to avoid being charged the \$100 processing fee. Otherwise, students are considered “new applicants” and will be charged the \$100 processing fee.

Greeks Reapplying to Southeastern Oaks or Residence Halls

Residents who reside in organizational housing but wish to relocate to Southeastern Oaks Apartments or a residence hall at the end of a semester must complete the reapplication process as well. These residents should notify their House Manager in October for the spring semester and March for the fall semester of their intentions in addition to completing their own reapplication process. The House Manager can then communicate these needs to the University Housing staff coordinating the assignment process.

Credits/Refunds

The housing application processing fee (\$100) and late fee (\$50) are non-refundable. Credits of the processing fee are only granted if the student is not offered an assignment by the fifteenth class day of each semester.

The housing prepayment is refundable if a request to cancel is made in writing prior to June 15 for the fall semester and November 15 for the Spring semester, or if the student is not offered an assignment by the fifteenth class day of each semester. After these dates, prepayments are non-refundable.

If a student resigns from the University (withdraws from all courses) prior to the fifteenth class day (eighth day of class for the summer session), the student will be given credit as per the fee schedule set by the Controller's Office, except the housing application processing fee and any applicable late fees.

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 their 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 prorated refunds are given for disciplinary removal from University Housing.

If a student has not received a booking by the fifteenth class day (full summer session-eight class day), the student will be refunded the \$300 prepayment fee, the \$100 housing application processing fee, and the \$50 late fee (if applicable).

Housing Assignments

Returning students who complete the online housing application by the published deadline will be allowed to participate in room self-selection and room renewal. Students will receive an email confirmation of their lottery timeslot with instructions on how to participate. 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. Greek Village residents are assigned by the floor plan submitted by the organization.

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 should check to see if they have moved to a new parking zone and update their registration accordingly through Transportation Services. A permit update can be completed in person at the Office of Transportation Services, Pride Hall, for \$2.00. The student should bring their Southeastern ID with them to the office to complete the transaction.

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 biological gender. In case one of the occupants does not claim their 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").

Accommodations

Housing accommodation requests can be made in the Housing Portal. For more information, contact University Housing directly. For classroom or other accessibility needs, contact the Office of Student Accessibility Services at accessibilityservices@southeastern.edu or 985-549-2247.

Waitlist

When there are no available spaces to assign applicants, University Housing will contact applicants via email announcing that a waitlist has been opened. Applicants who are interested in remaining on the waitlist will be assigned to the first available space for which they meet criteria. Assignment to a building preference will only be based on space availability. Applicants who do not wish to be placed on the waitlist may request to cancel and receive a credit of the housing fees by completing an intent form that will be included in the communication. When a student who is on the waitlist receives a room assignment, they are no longer eligible to request a cancellation of their application, or receive any credit for housing fees.

Residential Life

Checking In

Each resident will be informed of the date, time, and location for checking into their room assignment. 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 as deemed necessary. At check-in, a University Housing staff member will:

- Issue the resident a room key and/or activate permissions on their student ID.
- Staff member will check student into StarRez.
- After checking in, the resident will be able to scan the QR code posted on their room door, which will take them to their Room Condition Report (RCR).
 - Residents will have 24 - 48 hours to report any damages in their room on the RCR
- After the 24- 48 hours, the RCR will be processed as is. Residents may be liable for any damages not noted on the RCR.
- Residents who do not complete an RCR are not eligible to appeal damage charges.

Residence Hall Change or Room Change Request

Non-Organizational Housing Hall or Room Change Request

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 checkout.

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.

Organizational Housing Hall or Room Change Request

Greek residents may request a change in assignment type (i.e. double to single, single to apartment, Greek to shared, etc.) by submitting a request via email to universityhousing@southeastern.edu. Greek residents requesting to move out of organizational housing must receive prior permission from the organization/house manager. Requests of this nature will only be accepted via email and fulfillment will be based on availability. If the reassignment is approved, the resident must pay any difference in room costs prior to checking-in to the new assignment. Once fees are paid, no credits will be issued (see Credit Policy). The resident has 48 hours to complete the move and check out of their current assignment.

Students must abide by the 48 hours move policy even if the reassignment was one of facility necessity and not by choice of the resident. Residents will not be able to switch rooms in organizational housing from fall to spring semester unless approved by University Housing.

Winter Break Schedule

All on-campus housing, with the exception of Taylor Hall and the Southeastern Oaks Apartments (not including Village B, C, M, and J), will be closed for the fall semester beginning the Saturday following the week of final exams. All residents who are eligible to stay through the spring semester will be permitted to keep their property in their room during the break. During this period of time, students will not have access to their room unless they live in one of the above areas. All building exterior doors will be secured. Residents will be informed of closing procedures via email.

Interim Schedule

All on-campus housing is open during Fall Break, Thanksgiving Break, Mardi Gras, and Spring Break. While halls are open, be advised that dining services are limited.

Summer interim housing is available on a limited approved basis; a daily room rate will be charged for housing during this time frame. Requests for summer interim housing must be submitted via email to universityhousing@southeastern.edu.

Checking Out

Checkout procedures are subject to change as needed. Updates will be communicated to students regarding checkout procedures via their Southeastern Webmail and will be posted by their Resident Assistant at the end of the spring semester.

- Each resident is responsible for scheduling a check-out time with their Resident Assistant unless told otherwise by University Housing. All students not returning for the spring semester must check out of their rooms by the Friday of final exams.
- The resident will have the room empty of all personal belongings and clean before the Resident Assistant arrives to check the room.
- The Resident Assistant will assess any damages in the room. Room keys must be returned at this time to avoid charges for lost keys.
- Any resident who does not check out properly during a scheduled time with the Resident Assistant will be charged \$250.00 for an improper checkout and will waive any right to contest any damages or additional charges posted to their university account.
- All charges are posted to the student's university account (Workday). The student may pay these charges during registration or anytime at the Controller's Office or online (Workday). 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

Please remember the following when you prepare to check out of your space:

- All personal belongings and non-University furniture removed from the room.
- The room should be clean, furniture back into the original configuration, and beds fully raised.
- All air conditioning units should be set to 70 degrees on the cool setting.

Inspections for Damages & Cleaning

During the checkout process, RAs will inspect the room for damages not caused by general wear and tear and fees will be assessed accordingly. If the space is not clean at the time of check out, one or both residents will be charged a cleaning fee.

Please ensure to complete the following:

- Sweep and mop the room, including behind furniture.
- Dust all furniture and baseboards.
- Dust blinds.
- 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 all 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, one or both residents 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 will be followed for a student checking out after the fall semester.

Programming

The 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) and Honors LLC
- The Village: Organizational Housing
- Hammond, St. Tammany, Tangipahoa, Washington: Underclassmen and Upperclassmen 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)
- Taylor: Underclassmen and Upperclassmen students, World Languages LLC, and individuals needing winter break housing
- Twelve Oaks: Returning students, Health Professionals LLC, and Education LLC
- Village M: All female community and women interested in joining Greek Organizations

Helpful Hints About Your Roommates

Here are some tips to consider before moving in with your roommate(s). There is no guarantee that these will enable all roommates to live in peace, but may assist in opening the lines of communication.

Communication is the key. Always strive to keep the lines of communication open between you and your roommate. Be tactful when you talk to them. See what your common interests are and build on them. Respect your roommate. They are an individual as you are. Not everyone is alike and does things the same way. Have other friends and get involved in some activities that are interesting and pertinent to you. Don't depend on your roommate to supply your every emotional and social need. If problems develop between you and your roommate that you can't seem to solve, talk to your Resident Assistant, or Area Coordinator before you completely lose your cool or give up.

Contact your roommate prior to move in or sit down with your roommate sometime during the first couple of days of school and decide what you will do about the following:

- A. Cleanliness: divide cleaning responsibilities, decide on the frequency, and cost of supplies
- B. Use of space: study times, sleeping habits, noise level, and temperature preference
- C. Sharing items: identify what personal items require permission to be used vs. what is for open for all roommates without permission
- D. Communication: preferred means of communication (text, face to face, email, etc.)
- E. Guests:
 - a. How comfortable are you with guests in the space?
 - b. How much notice should be given in advance?
 - c. How can private time be requested in the room?
 - d. When is it okay to have romantic partners as guests?
 - e. Are you comfortable with overnight guests?

Residential Student Parking

- Zone 4: Hammond and Livingston Hall may park in N. Union Lot.
- Zone 5: Pride Hall, Louisiana Hall, Livingston Hall, Taylor Hall may park in Pride Hall Lot with an overflow of N. Cefalu Lot.
- Zone 6: Washington Hall and St Tammany Hall may Park in Washington/St Tammany Lot with an overflow of N. Cefalu Lot.
- Zone 7: Ascension Hall and Twelve Oaks Hall may park in Ascension Lot with an overflow of N Union Lot.
- Zone 8: Greek Village/Southeastern Oaks Apartments may only park inside the North Campus Gate.
- Zone 9: Cardinal Newman may park in Cardinal Newman Lot with an overflow of Pine Street Lot.

Policies

Students must comply with all Southeastern Louisiana University policies. Prior to University Housing check-in, review the Student Code of Conduct and University Housing Resident Guidebook. Students are responsible for remaining informed of and adhering to these and all other published rules.

The Student Code of Conduct can be viewed at southeastern.edu/code. For additional information regarding the Student Code of Conduct Standards, contact the Office of Student Advocacy and Accountability at (985) 549-2213 or osaa@southeastern.edu.

Any student found to have committed an act of misconduct, including but not limited to violating the following policies, standards, and regulations, is subject to restorative action. Violations of University policy can be reported at southeastern.edu/reportit. Students are also encouraged to familiarize themselves with the Safe Campus webpage at southeastern.edu/safecampus.

Abuse of University Housing Property

Abuse of University Housing Property includes but is not limited to the following:

- Improper trash disposal.
- Malicious damage or neglect of University Housing property.
- Tampering with or misusing University technology.
- Attempted or actual theft or unauthorized possession of University property.
- Removing common area furniture for personal use.
- Unauthorized use of University Housing premises (including unassigned bed spaces).
- Unauthorized use of University Housing names/images.
- Possessing inappropriately obtained items (e.g., street signs).
- Storing bicycles or other transportation devices outside of racks.

Charges for Damages

Fees will be assessed for any damages not caused by general wear and tear. All occupants may incur damage charges unless one claims the damage. Damages include, but are not limited to; neglect, misuse, use of incorrect or unauthorized cleaning materials, and vandalism. Students residing in shared spaces are expected to communicate regarding cleaning of the room for check out.

Damage Appeals

Residents who are charged for damages may appeal the charge to University Housing within fourteen (14) days of the charge being placed on the student's account. Residents may appeal online using the Damages Appeals Form, linked [here](#) and available on the University Housing website. The grounds for appeal include pre-existing damage, normal wear and tear, and improper classification/overcharge. The appeal form will require a written statement explaining the reason the charge should be reduced or removed and include any supporting evidence, such as photos, videos, emails, etc. that support the claim. Once received, appeals will be reviewed and a final decision will be communicated to the resident via email, generally within ten to fourteen (10-14) business days.

Alcohol

Unauthorized or illegal use, possession, manufacturing, distribution, or sale of alcohol; public intoxication; operating a vehicle or other mode of transportation under the influence of alcohol; or any violation of the University's Alcohol Policy (see the Student Alcohol Policy) is prohibited.

Residents of Southeastern Oaks Apartments who are 21 years of age or older are permitted to possess and/or consume alcohol within their individually assigned bedroom space within the apartment. Alcohol may not be consumed in common areas of the apartment unless all residents of the apartment are 21 years of age or older.

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 or unopened alcohol containers are prohibited in all on-campus housing facilities with the exception of Southeastern Oaks Apartments bedrooms where the resident is at least 21 years of age or older, or common areas where all occupants are 21 years of age or older.

The use of alcohol containers as room decoration is prohibited.

Cameras and Security Devices

Students are prohibited from installing personally owned security devices in their on campus residence, including but not limited to security cameras, doorbell cameras, and additional locks. The University Police Department maintains an extensive network of strategically placed security cameras located throughout the campus in parking areas and in buildings, including residential housing.

Drugs

Use, possession, manufacturing, distribution, or sale of cannabis, cocaine, narcotics, or other controlled substances (including over-the-counter drugs, prescription drugs, and drug paraphernalia), except as expressly permitted by law and the University's Drug Policy (see the Student Drug Policy) is prohibited.

Fire Safety

Fire Safety Violations include but are not limited to:

- Misusing or tampering with fire extinguishers or their cabinets.
- Unsafe appliance use: Heat-producing appliances must be unplugged when unattended and cooled before storage.
- Using extension cords with major appliances. Plug major appliances (refrigerators, microwaves) directly into wall outlets.
- Using non-University-provided mattresses.
- Storing items on balconies, in hallways, or stairwells.
- Disruption a clear path of egress (e.g., window-to-door access in rooms)..
- Tampering with, covering, or disconnecting fire safety equipment (e.g., smoke detectors, sprinkler heads, emergency alert systems).
- Burning any material in residential spaces (rooms, common areas, exterior spaces, parking lots, etc.). Indicators include ashes, char/scorch marks, smoke odor, or wall/ceiling discoloration.
- Disruption of airflow by blocking gaps in doors, windows, and/or vents.

- Smoking/Vaping (Southeastern Louisiana University is a smoke-free, tobacco-free campus).
- Possession/storage of incendiary materials (see prohibited incendiary materials below).

Fire Sprinkler System

- A fire sprinkler head is a small metallic device mounted on the ceiling, with a circular deflector plate, a heat-sensitive glass bulb or metal link, and a frame, designed to disperse water evenly when activated by high heat.
- Do not touch, tamper with, cover, or hang anything from a fire suppression sprinkler head.
- Report any tampering with the fire sprinkler system or damaged sprinkler heads to the University Housing Office immediately by either calling the office during business hours at 985-549-2118 or the Resident Assistant on Duty after hours (see Appendix A).
- Students who cause a sprinkler system to discharge will be held responsible for all related damages, including physical damage, water damage, cleanup costs, and any associated fines resulting from disciplinary action.

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. Call the University Police Department immediately and follow their instructions.

Tampering with, covering, or disconnecting fire safety equipment is prohibited. Report any tampering with, beeping, disconnected, or damaged alarms to the University Housing Office during business hours by calling 985-549-2118, or the Resident Assistant on Duty after hours (see Appendix A), immediately.

Incendiary Items

Prohibited incendiary items include but are not limited to:

- Candles/Incense
- Lighters, matches, strikers, torches, kerosene/oil lamps, and other incendiary agents
- Fireworks and other explosives
- Gasoline, lighter fluid, and other flammable liquids
- Propane
- Denatured alcohol solids (Sterno)
- Gas fueled machinery

Exception for Grilling in The Village

An exception to the Incendiary Items policy allows for recognized student organizations living in The Village to possess and use one charcoal grill for cooking per house. Grills may not be stored or used in any interior space of the house. Charcoal is the only approved fuel for the grills. The organization may also keep one bottle of lighter fluid, also stored outside the house. Matches or a striker may be stored in the kitchen. Grills should not be lit while under a covered pavilion or patio and used at a safe distance from structures.

Heating, Ventilation, and Air Conditioning

Extreme thermostat settings, coupled with South Louisiana's high humidity, can create excessive indoor moisture. This often manifests as condensation on surfaces, signaling improper climate control. Persistent moisture can degrade air quality, lead to environmental growth, produce musty odors, and damage University property and your belongings.

To prevent these issues:

- Avoid maximum heat or cold thermostat settings.
- Keep windows and doors closed when the AC is operating.
- Set temperatures between 68 and 70 degrees.
- Wipe the front of your AC unit with a damp cloth bi-weekly.
- Maintain a minimum of two feet of clearance in front of the unit.
- Do not tape, seal, or obstruct any air conditioning vents or ducts.

Meetings

Mandatory floor or section meetings are called at the discretion of the Resident Assistant, Resident Manager, or Area Coordinator. Residents are required to attend such meetings and are responsible for information discussed during these meetings. Residents unable to attend these meetings must notify their RA in advance. If a resident misses a meeting unexpectedly, they should follow up with their RA. The RA will provide a summary of the meeting's key points to residents who are excused from attendance.

Noise

Residents must always respect their neighbors' rights to a peaceful environment suitable for sleep, rest, and study. Noise levels should be controlled so that they are not audible in hallways or neighboring rooms. Any resident creating excessive noise or assisting others in causing disturbances within University Housing may be subject to disciplinary action.

Pets

Residents may have a single, non-dangerous freshwater fish in a vessel no larger than one gallon. The vessel containing the fish must be cleaned and maintained at least once per week to ensure the health and safety of the fish. Students found in violation of this policy will be required to remove the animal immediately and may face additional disciplinary action.

No other pet may be housed in, visit, or temporarily cared for in an on-campus residence at any time. This includes any form of pet-sitting or temporary housing of or care for animals. Those in violation will be fined \$100 and will be required to remove the animal immediately and may face additional disciplinary action. Failure to comply will result in the removal of the animal by Tangipahoa Parish Animal Services.

Assistance animals must be approved as a reasonable accommodation to this policy prior to being implemented into the residence.

Smoking/Tobacco

All forms of 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
- Electronic cigarettes/vape pens including nicotine free products
- Oral tobacco products such as chewing tobacco, snuff, lozenges, and pouches

Solicitation and Private Enterprise

Door-to-door offering, or attempting to sell merchandise in the residence halls, organizational housing, or apartments is prohibited. Report those attempting to solicit products to the University Police Department, University Housing Office, or Resident Assistant on Duty. Any organization or individual wanting to post signs or distribute brochures/flyers in the residential community must be approved by University Housing. Posting without approval is prohibited. To seek approval, contact the University Housing Office.

Residents are not permitted to operate a business from their room assignment, apartment, organizational house, or any other residential facility. Personal solicitation for any goods or services is prohibited. This includes any activity that may be interpreted as solicitation or private enterprise.

Visitation and Overnight Guests

Residents are entitled to a safe and comfortable living environment. This means a roommate's or suitemate's right to safety and comfort always takes priority over a roommate's right to host guests.

Should guest conflicts occur, roommates must first engage in open and honest communication, actively listening to understand each other's perspectives. Establishing clear, mutually agreed-upon guidelines for guests is crucial to prevent future issues. Fostering a harmonious environment requires compromise and respect for each other's needs. If a resolution isn't reached, a Resident Assistant can provide mediation.

Overnight Guests

Advance roommate/suitemate consent is required for all guests to maintain a comfortable living environment.

Overnight guests (invited friends/relatives) are permitted only when space allows and prior arrangements are made with roommates/suitemates.

Specifics for Guests:

- Limit of one (1) overnight guest per resident. A guest is any person not assigned to the host's room.
- The hosting resident must accompany their guest at all times and is responsible for all guest conduct.
- Overnight stays are capped at two (2) nights per week and five (5) nights per month total.
- All unit residents must approve an overnight guest's stay in the unit beforehand.

- Cohabitation is prohibited, defined as an unassigned person using a space as a residence.
- Guests may not sleep in public/common residential spaces (e.g., lobbies, study rooms, classrooms) or in any bed space not belonging to their host.

General Guest Policies

Advance roommate/suitemate consent is required for all guests to maintain a comfortable living environment.

Residents are accountable for their guests' actions and must accompany them throughout the hall, apartment, or house at all times. Hosts must also escort their guests when entering or exiting the residence.

Guests must be 17 years or older. Residents cannot host minors for "babysitting" purposes in their on-campus residence, even if they are relatives.

Residents must always carry their keys and/or University ID. Never provide keys or ID to guests or other residents for building access. Guests are not permitted to enter residential facilities without an escort. Unauthorized possession, duplication, or use of any University keys is forbidden.

Weapons

The campus of Southeastern Louisiana University is a gun-free zone. Weapons violation is the unlawful possession, display, discharge, use, or sale of weapons, threatening or attempting to inflict a wound, cause injury, or incapacitate with a weapon, and includes but is not limited to all firearms, switchblade knives, knives with blades five or more inches in length, or dangerous chemicals. A weapon is any object that is specifically designed to inflict harm or damage, or any object used with the intent to cause harm or damage.

Safety and Security

It is the responsibility of all residents to foster an environment of safety and security throughout our community. Residents should always report security concerns immediately to the University Police Department by calling 985-549-2222.

Security violations include but are not limited to:

- Tailgating: Allowing someone to enter any University Housing area by following you without them using their Southeastern ID for access.
- Failure to Report Unauthorized Entry: Not reporting individuals to University Police, University Housing, or other campus security authorities who entered a residential area without using their Southeastern ID.
- Enabling Restricted Access: Knowingly allowing access to any University Housing area for individuals you know, or reasonably should know, are restricted, banned, barred, or disciplinarily suspended, dismissed, or expelled from University Housing and/or Southeastern Louisiana University.
- Compromising Common Area Security: Preventing any exterior or interior University Housing door from closing, locking, or securing properly by any means.
- Compromising Room Security: Intentionally leaving a room door unlocked, or failing to report a malfunctioning lock to University Housing, Physical Plant Services, or any other campus security authority.

Access and Key Control

All residents have digital access via their Southeastern ID to access their residence hall, organization house, or the North Campus gates.

- Residents of the contemporary residence halls and organization houses are issued one key per room within their assigned space.
- Residents of Southeastern Oaks Apartments are issued one key for the main door of their apartment and one key for their bedroom door.
- Residents of Ascension and Twelve Oaks Halls receive digital access via their Southeastern ID instead of physical keys that allow access to the hall and room door.

Students may not provide access to another party by giving them their ID or key(s).

Lost Keys

If a resident loses their key, they must report it to University Housing immediately. When the key to a room is lost, the lock(s) will be changed and new keys issued to all residents. The resident responsible for the lost key will be charged \$50 for each key replaced and \$50 for each lock replaced.

The use, possession, manufacturing, distribution, or sale of duplicate keys is strictly prohibited. If a resident later finds the original key after receiving a replacement, they must return the duplicate to University Housing.

Replacement keys will not be issued to students who are not in possession of their Southeastern ID. Students who have also lost their Southeastern ID will need to purchase a replacement card at Campus Card Operations in North Campus Main Building before a replacement key is issued.

Southeastern ID

Students are required to carry their Southeastern ID with them at all times and must be prepared to identify themselves when requested to do so by a faculty/staff member or University official, including Resident Assistants. The Southeastern ID is the property of Southeastern Louisiana University and is non-transferable. The misuse, alteration, or destruction of your Southeastern ID can result in disciplinary action.

Lost Southeastern ID

- Residents should report their lost ID to Campus Card Operations immediately by calling 985-549-3990.
- Residents can purchase a replacement ID at the Office of Campus Card Operations in the North Campus Main Building.

Lock Out Procedures

Your Southeastern ID and housing keys should remain with you at all times. If a student is accidentally locked out of their room or hall, they can call the University Housing Office at 985-549-2118 or the Resident Assistant on Duty (all numbers are included at the end of this guidebook) to complete lockout procedures. The student must present their Southeastern ID, or some form of photo ID, in order to verify their residency in the space they are requesting access to. The first lockout is free, however, repeat lockouts will result in a charge to the resident's student account.

Single Point Entry

All residence halls transition to a single point of entry, using the main lobby spaces as the only means of entry from 9:00 PM through 6:00 AM. Windows may not be used as a means to enter or exit any residential facility except in the event of an emergency.

Exterior Door Card Access

Exterior doors to all residence halls are locked at all times. The Southeastern ID card is used for entry by presenting the card at the access reader. Stairwell doors are exit only from 9:00 PM through 6:00 AM, providing a single access point in the buildings through the main lobby.

Room Door Access

- Two halls use card readers to provide access to individual room assignments. Residents in the remaining halls are issued a room key at check-in. When residents check out of their spaces, all keys are returned and filed in a secured filing system.
- In order to ensure that no one has unauthorized access to spaces, any keys that are not returned result in locks being changed.

- All card readers are traceable and reports can be run to verify if residents have attempted to access any spaces throughout University Housing.
- There are a total of 650 access readers throughout the residential community.

Bathroom Locks

All bathroom doors in the residence halls can be locked. Due to regulations outlined by the Louisiana Office of the State Fire Marshal, the bathroom doors may not be locked from outside the bathroom.

North Campus Gate

There is an entrance gate at Southeastern Oaks/The 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. Following another car into North Campus without swiping their ID is prohibited. Persons responsible for damage to the gate are subject to charges for repair.

Bicycle Security

Bicycles must be registered with the Office of Transportation Services.

Storage is permitted only in designated outdoor bike racks at residence halls, apartments, and The Village. Bicycles found in stairwells, on balconies, or in hallways will be confiscated. Southeastern Oaks balconies are explicitly off-limits for bicycle storage.

All bicycles must be removed by the end of the spring semester or they will be confiscated. Withdrawing students must also remove their bicycles from campus.

The University assumes no responsibility for the theft of personal property, including bicycles. For more information, see the [University Bicycle Policy](#).

Blue Phone/Emergency Boxes

There are 48 emergency phones located inside the residence halls on each floor, and 12 emergency phones located outside the residential community facilities. These emergency phones are linked directly to the University Police Department and monitored at all times. There is one box in each room of the Southeastern Oaks Apartments. Abuse and/or misuse of a blue phone/emergency box is prohibited.

Coasting Devices

Coasting devices should be used in a courteous manner and shall not be used in any way that places pedestrians at risk. Recreational use, including but not limited to acrobatics, tricks, racing, or other stunts, is prohibited.

Electric scooters, skateboards, self-balancing boards, hoverboards and any other similar equipment, are prohibited from being used, stored, and/or charged in any University building, including all residence halls, apartments, and organizational/Greek houses. The University's full Coasting Devices Policy can be viewed [here](#).

Electrical Equipment

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.

Prohibited Appliances

Appliances in University Housing must be used responsibly and in accordance with manufacturer specifications for safe usage. Prohibited appliances include but are not limited to:

- Space heaters, kerosene/propane heaters.
- Cooking appliances with exposed heating elements, open flame, or that use, create, or emit grease to cook.
- Pressure cookers, including instant pots.
- Toaster, hot plate, coffee pot with no automatic shut off.
- Halogen/torch style lamps (unless furnished by the university).
- Extension cords.
- Window-unit air conditioners.
- Bidets.
- Personally owned mini-refrigerators and microwaves are prohibited in Ascension and Twelve oaks Halls and Southeastern Oaks Apartments. appliances are provided by university housing. Duplicate appliances will cause electrical issues in the room.

Approved Appliances

The following items may be used in the residence halls, Southeastern Oaks apartments, or The Village as long as they are cleaned and stored properly:

- Air Fryer (without the pressure cooking feature).
- Beverage/Coffee Maker with an automatic shutoff.
- Microwaves (1000 watt maximum).
- Mini-refridgerator up to 5 cubic feet in size.
- Slow Cooker with an automatic shutoff.
- Rice Cooker.

Students must not use or store electrical equipment on the floor. All appliances, except for televisions, computers, and refrigerators, must be unplugged when students are away from their room. Refrigerators require direct connection to a wall outlet. Power strips and surge protectors are permitted only if plugged directly into a wall outlet. Outlet splitters and expanders are acceptable solely when plugged directly into a wall outlet.

University Police Department

Southeastern Louisiana University Police Officers are commissioned by the Louisiana Department of Public Safety and Corrections and are empowered by Louisiana Revised Statute 17:1805. As such, University Police Officers have the right to carry a concealed weapon and to exercise the power of arrest

when discharging their duties while in or out of uniform and to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the city or parish.

University Police Officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to and investigation of incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on-campus emergencies.

University Police patrols all buildings multiple times each day and night. Officers are assigned to multiple areas of University Housing and show a presence within the halls. The camaraderie built between UPD and our residents result in residents being more likely to approach officers with issues and provides for an enhanced feeling of safety and comfort within the residential community. Residents are also encouraged to download the free Lion Safe app to their mobile devices.

The University Police Department is on duty 24 hours a day, 365 days a year, including holidays, University closures, natural disasters, and any time the remainder of the University is not open for business.

Impersonation of a University Housing Official

Impersonating, or falsely presenting oneself in any form and by any means as an official, employee, or agent of, or persona representing, the University Housing Office is prohibited.

University Rights Reserved

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.

The University reserves the right to refuse any unreasonable request for accommodation(s). Supporting documentation may be required to supplement a request for a reasonable accommodation.

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.

The University reserves the right to make further rules and regulations based on governmental mandates or public health orders established to help reduce the risk of spreading infectious disease, as, in its judgment, may be necessary to help preserve the health and wellness of the residential community. The student agrees to abide by all such additional rules and regulations which are adopted.

Procedures

Abandoned Property

Personal property left in the resident's room or common area at the end of the contract period, or after the termination of the housing contract, will be packed into eighteen (18) gallon storage crates, labeled, and stored for ten (10) business days. The ten day storage period begins on the next business day after items have been removed.

Refuse, including perishable and non-perishable food items, will be disposed of immediately.

A fee of \$50 per crate will be charged to the resident's account for the removal and storage of personal property. Items that do not fit into storage crates, such as televisions and refrigerators, will be considered an oversized item and incur an additional \$50 charge per oversized item. At the close of business on the tenth business day, the property will be considered abandoned and discarded.

The resident will receive email notification the same day that personal property has been removed from their room. An additional email will be sent on the fifth day of the storage period. A final email will be sent on the final day notifying the resident that their items have been disposed of.

If a resident needs to pick up their property later than ten business days, they may email universityhousing@southeastern.edu within the ten day storage period to request an extension of the storage period. The email should include the student's name, W number, room assignment, and the reason they are requesting an extension. The department will consider the request on a case by case basis and notify the resident via email of the outcome of their request.

If a resident is unable to retrieve their property themselves and wishes for someone to do it on their behalf, the resident must email universityhousing@southeastern.edu and give the department permission to release the property to their requested party. The email should include the student's name, W number, room assignment, the full name of the party retrieving the property on their behalf, and the requested date and time that the party would be retrieving the property. The party collecting property on behalf of the student must present photo identification in order to retrieve the property.

University Housing's storage crates may not be used to bring property from the storage area to the resident's vehicle. Residents are encouraged to bring materials with them for packing and removing their items from the storage area.

The University is not liable for damage or loss of any abandoned property on its premises. 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's property. See the Renter's Insurance - Property section of the Resident Guidebook for more information.

Addressing Policy Violations

University Housing has established the following procedures for addressing alleged violations of the University Housing Resident Guidebook. These procedures include the use of a Resident Education Process for first time, and/or less severe violations, and the Student Conduct Process as outlined in the Student Code of Conduct for more serious, and/or repeated violations.

Resident Education Process

The Resident Education Process is designed to address first time, and/or less severe violations through notification, dialogue, and the development of responsible behavior. This process is typically initiated and managed by University Housing staff.

1. Identification of a Possible Violation: Potential violations are typically reported by Resident Assistants, Resident Managers, Area Coordinators, other University personnel, or residents.
2. Notification to the Resident(s): The resident(s) involved in the alleged violation will be contacted by a designated housing staff member to inform them of the incident, and at that time, may be given directives on how to correct the violation, or be given information about a mandatory meeting.
3. Mandatory Meeting: The resident(s) may be required to attend a mandatory Resident Education Meeting with a designated housing staff member. The purpose of this meeting is to discuss the alleged violation, provide the resident(s) with an opportunity to share their perspective, and engage in an educational conversation.
 - a. Failure to attend may result in the filing of a formal student conduct complaint.
4. Educational Conversation: The educational conversation will focus on explaining the rationale behind the violated policy and its importance to the residential community, discussing the potential impact of the resident's actions on others, and exploring alternative behaviors and expectations for future conduct.
5. Outcomes: Depending on the nature of the violation, the desired outcome of the Resident Education Process may include, but is not limited to, the following actions:
 - a. Documentation of the violation for record purposes.
 - b. Issuance of a notice to correct the violation(s).
 - c. Restitution or fines charged to the responsible student(s) account.
 - d. Referral of the responsible student(s) to University resources.

If an outcome cannot be agreed upon between the resident(s) and University Housing, or there are disputed facts of the incident, University Housing may proceed with filing a formal student conduct complaint.

Student Conduct Process

Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. Students at Southeastern Louisiana University are provided a copy of the Student Code of Conduct annually through the Office of Student Advocacy and Accountability's website. Students are responsible for reading and abiding by the Student Code of Conduct's provisions.

Complaints of misconduct against a student may be filed online at www.southeastern.edu/reportit by any member of the University community. The full process by which those complaints are addressed can be found in the Student Code of Conduct at southeastern.edu/code.

Decorating and Furnishing Your Room

General Decoration and Furniture Policies

- Students may not display anything in their window facing outside, including any type of window cover other than the blinds that are furnished in the room.
- Items that impede ingress and egress should be removed.
- A single, plastic over-the-door hanger is permitted. No other items may be used to hang items from doors. The exterior door face and door frame should be free of all decoration, including stickers, signs, tape, command hooks, etc.
- Residents may not hang decorations from their ceiling or tamper with the drop ceiling (if applicable).

Housekeeping in The Village

- Residents are responsible for the cleanliness of the houses, both inside and out, as well as areas surrounding the house.
- To preserve the aesthetics of the grounds and buildings, outdoor equipment/furniture is limited to patio furniture. Only patio furniture and approved items may be left outside of the house. Any non-approved items are subject to removal by University Housing. If items are removed, then the chapter may be charged a removal fee.
- General areas outside of the building (under stairs, rear, side, front, etc.) may not be used for storage. Any items stored here can be removed by University Housing and the chapter may be charged a removal fee.
- Greek letters should be properly displayed on the outside of the facility. Letters should never be propped on windows.
- Live trees used for decorations, including holidays, are not permitted.

Bed Risers

Bed Risers are allowed in St. Tammany, Washington, Pride, Hammond, Taylor, Tangipahoa, Livingston, and Louisiana Halls. In order for bed risers to be used:

- Bed risers must be made of high density polyethylene that holds 1,200 lbs. and the bed cannot be raised more than 6 inches.
- Bed risers may not be used when bunking beds.
- Bedposts must be set freely in the bed risers (No anchors, screws, or bolts are allowed to penetrate the bedposts).
- Metal, wood, cinder block or PVC pipe are prohibited.

Furniture

Residents are responsible for the condition of all assigned University Housing furniture upon checkout. Do not stack, remove, or alter furniture. Adhesives, push pins, command hooks, tape, or any other items should not be adhered to furniture.

If furniture becomes unlevel after being moved or adjusted, and/or drawers are not closing properly, report the issue to University Housing immediately.

Damage or issues with any University Housing issued furniture (wardrobes, desk, dressers, chairs, tables, sofas, beds and mattresses) must be reported to University Housing.

If applicable, do not discard any pieces of your furniture. For example, if laminate comes off of a drawer, keep the laminate for it to be reapplied. If laminate is discarded, the student will be charged for the item.

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.

Any personally owned furniture brought into the room must be sealed (raw wood is prohibited). 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.

Residents of Southeastern Oaks Apartments may have patio furniture outside their apartment on the landing to their apartment. Furniture must be intended for outdoor use and be weatherproof. Furniture may not impede the path of ingress and egress. University owned furniture may not be used or stored outside of the apartment.

Prohibited furniture includes but is not limited to:

- Sofas, loveseats, and recliners (except parlors in The Village).
- Upholstered cushioned lounge chairs (except parlors in The Village).
- Furniture that increases the potential occupancy of the space including, but not limited to, additional beds, couches, futons, love seats, and hammocks.
- Any chair with wheels or casters.
- Outside, non-university issued mattresses.
- Air mattresses.

Walls

Residents may hang wall decorations by using painter's tape or thumb tacks. Charges for damages caused by improper methods of hanging items from walls will be charged to the student's account.

- Residents are allowed to use no more than five (5) thumb tacks each (no nailing or screwing items into the walls).
- Any other methods used to hang items are prohibited, and residents will be required to remove them upon discovery.
- LED wall lights that use mounting tape/adhesive are strictly prohibited.
- Wallpaper of any kind and other adhesive stickers are prohibited.
- Any and all adhesive backed strip or hook is strictly prohibited (i.e. command hooks, command strips, mounting tape, putty, etc.).

Weightlifting and Exercise Equipment

All residents have access to utilize the Pennington Student Activity Center (The Rec) for weightlifting and exercise. If weights or other prohibited equipment is found in the residence hall and has caused damage, the resident(s) will be charged for the damages.

Prohibited weightlifting and exercise equipment includes but is not limited to:

- Free weights
- Dumbbells
- Pull-up bars
- Exercise equipment that attaches to a door frame
- Stationary bikes
- Weightlifting benches
- Elliptical machines, rowing machines, etc.

Windows/Curtains

Window blinds or drapes should be closed after dark, even when someone is in the room. 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, or command hooks or similar products be used, to hang curtain rods.
- Curtains are only allowed in the window openings and in the closet openings of all buildings. Curtains should only cover the interior of the window opening and should not be taped, pinned or nailed to the side walls.
- Curtains may not be used to separate or divide shared room spaces.
- All mini-blinds shall remain in place at all times.
- No personal items should be visible from the exterior of the hall.
- Do not tint windows in the residence halls, apartments, or organization housing.

Email

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 is prohibited.

Fire Safety

If you discover a fire, activate the nearest fire alarm pull station and evacuate the building immediately. Call the University Police Department at 985-549-2222 or by using a Blue Phone outside the building.

Evacuation

When a fire alarm is activated, all residents must leave their room, close their door behind them, and follow the evacuation plan.. Evacuation diagrams can be found next to the elevators and other common areas.

Once outside, all should follow the direction of University staff and/or first responders and move to their assigned rally point. Students must remain outside until they are given permission by University Housing to re-enter. Failure to evacuate is prohibited.

For expediency during fire drills, University Housing Staff will not knock before keying into a student's room. Every room must be checked by staff to ensure all occupants have evacuated. All doors will be locked when staff exits the space for safety of students and property.

If you are trapped in your room during a fire:

- Call University Police at 985-549-2222.
- Keep the door closed, and seal cracks around the door with tape, clothes, sheets, etc. if possible.
- Open windows slightly if there is no smoke outside.
- Tie a wet cloth over your nose and mouth to aid breathing.
- If clothing catches on fire, STOP, DROP, AND ROLL!

Grilling and Fire Safety in The Village

Each organization is allowed one charcoal grill per house. If more than one grill is found it may be subject to removal. If the chapter would like to have an event that requires more than one grill, then they can seek approval from University Housing for that event.

Propane tanks and gas barbeque pits are not permitted. Propane tanks may not be stored on property. If propane tanks are found on the premises they will be removed and the chapter will be charged a removal fee.

Maintenance

Repairs

Since University Housing operates on a self-sustaining basis, charges must be made for damages. When moving in, residents should complete a Room Condition Report acknowledging the condition of the room at that time.

All maintenance needs and damages should be reported immediately by calling the FIXX line (985-549-FIXX [3499]) or by visiting the housing portal and clicking on "Maintenance Request" to submit a request online.

When maintenance is requested, the request is prioritized and dispatched to a staff member.. This is not always done on the same business day as the submission of the request. When dispatched, a staff member will knock and announce themselves at least three times prior to entering a residence. Housing Maintenance has access to all residential rooms on campus, so it is not required that residents be present at their room at the time maintenance is being completed. Additionally, Housing Maintenance will leave a receipt of the work completed in a central location and lock all doors upon completion of their work when exiting the room.

Requests For Summer Improvement Projects in The Village

Per the Organization Terms of Occupancy, all requests for summer improvement projects (those funded by the organization and those funded by University Housing), must be requested in writing via email to

University Housing at universityhousing@southeastern.edu by no later than February 1, 2025. University Housing will notify each chapter of project approval and scheduling by May 31, 2025.

Requests must include a description of the work to be completed, the contractor license and documentation of their liability insurance, and an estimated total cost of the project.

Internet

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.

Hurricane Safety on Campus

Louisiana's hurricane season (June 1 – November 30) often brings potential threats from Gulf storms. Should a hurricane threaten southeast Louisiana, Southeastern Louisiana University will activate procedures to ensure the safety of its students and employees. This may include campus closure, evacuation, or opening a secure shelter for those unable to leave.

Southeastern is not a public hurricane shelter, and its facilities will not be open to the general public. Residents are strongly encouraged to evacuate campus if possible. Once the University officially closes and a shelter opens, all remaining residents must either enter the designated shelter or depart campus. Residents will not be allowed to depart from the shelter until released from the University's supervision. Residents will not be allowed to return to their on-campus housing until the University reopens. Students who remain after Housing facilities close will face disciplinary action.

No room credit will be issued if the University cannot provide residential services due to a forced evacuation.

See more on the Extreme Weather and Hurricanes webpage [here](#).

Laundry

- Washers and dryers are for residential use only.
- Do not overfill machines past the halfway point or your clothes may be damaged during drying.
- Residents are encouraged to monitor their laundry while using machines and remove their laundry from the machine as soon as possible once the cycle is completed.
- Clothes, towels, or other items are not to be hung on outside railings. Items left on railings or outside of rooms will be thrown away.
- Clean out the lint trap in the dryer before and after each use and dispose of lint, dryer sheets, and other trash in the trash cans.
- Touching or moving another resident's laundry or belongings is not advised. Please report laundry that has been left unattended for more than 24 hours to University Housing.

- 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.

Laundry facilities are located in the following halls:

- Ascension Hall
- The Village Building F
- Hammond Hall
- Louisiana Hall
- Southeastern Oaks Commons
- Twelve Oaks Hall
- Washington Hall

Lost, Stolen, and/or Damaged Property

The University is not liable for damage to or loss of personal property or for failure or interruption of utilities, including water, mildew, smoke, etc. Report all damaged property to University Housing immediately.

The University is not liable for lost or stolen property. Report any lost or stolen property, no matter how small, to the University Police Department and University Housing as soon as possible. Money and expensive jewelry should be kept in a safe place. Anything that has a serial number should have the number recorded.

Proper Room Care

It is the responsibility of each resident to keep their room/apartment in an acceptable state of cleanliness.

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.

Bathroom

Keep your toilet bowl clean, only use toilet paper, and 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 the University Housing Office during business hours, or the Resident Assistant on Duty after hours, for assistance. Maintenance will determine the cause of the “clog” and if it is through misuse, you may be required to pay for damages/services.

Improper Use of a Bathroom or Kitchen Facility

Improper use of a bathroom or kitchen facility includes but is not limited to:

- Misuse of a toilet (ex. flushing any material other than toilet paper)
- Failure to use a shower curtain liner, or misuse of a shower/tub that causes water to leak or overflow.

- The shower curtain liner should be hung properly and remain inside the bathtub while showering to avoid damage to the floor and walls.
- Misusing a microwave by heating metal.
- Misusing an oven, stovetop, or microwave, or other appliance.

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 build up (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 and The Village).
 - Dumpsters that are enclosed in fenced areas can be used, however, 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.
 - Do not dispose of residual cooking fat/grease by pouring it down any drains or by dumping it on the ground. Wait for the pan to cool fully then wipe it out using paper towels.
- 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!

Trash Removal

Trash chutes are located near the elevator of each of the halls on south campus. Place trash in a plastic bag, tie it, open the trash chute, and insert your trash bag. Do not insert hands, arms, or other body parts into the pathway of the trash chute. If the trash chute is full, bring trash bags to the nearest exterior dumpster. Do not place boxes or large items in the trash chute; dispose of large/oversized items in the exterior dumpster. On North Campus, trash must be placed in exterior dumpsters. Do not leave trash outside rooms, on balconies, in hallways or stairwells, parlors, or on the exterior of the building. All trash must be bagged.

Trash Removal in The Village

Garbage and/or trash is to be disposed of on a regular basis so as not to create an unsanitary or unsightly condition around house entrances (front and back) and deck areas. Trash cannot be stored on or in any outside areas including but not limited to porches, entryways, doorways, stairs, or under stairs. If trash is found in these areas, it will be removed and the chapter may be charged a removal fee.

Residents wanting to dispose of large items/parlor furniture (couches, table, chairs, etc.) should contact University Housing staff before putting items in dumpsters.

Receiving Mail On Campus

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

(Full 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 the sender. Once The Document Source has received your mail or package, you will receive an email 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.

Renter's Insurance

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's property. In some cases, the parent/guardian homeowners' policy may extend coverage to room and property in on-campus housing for the resident, but it is strongly advised that residents check with an insurance agent.

Room Inspection

The University reserves the right to conduct announced or unannounced room inspections for maintenance, inventory, health, and safety. Health and Safety Inspections occur at least two (2) times per semester, and more as warranted. University Housing will generally send emails announcing regularly scheduled inspections at least 24 hours in advance.

The University also reserves the right to enter and inspect any student's room at any time when cause prevails. During any inspection, any violations which are in plain view may be used against the student for restorative action. The University reserves the right to inspect University owned appliances and plumbing fixtures (under vanity sinks, etc.) to check for potential maintenance issues.

If a prohibited item is observed during a health and safety inspection, or at any time which a University official observes a violation in a room, common area, or other University Housing space, the item(s) may be confiscated and brought to the University Housing Office in Pride Hall, or the resident may be instructed to remove the prohibited item(s) from the room within 72 hours. The resident will have ten (10) business days to claim the confiscated item(s) from the University Housing Office following confiscation. A form documenting the confiscation will be left in the resident's room.

If a maintenance need is observed during a room inspection, the Resident Assistant will submit the appropriate request for repairs to be completed. Any damages observed during the inspection will be documented and charged to the resident responsible. If the damage is located in a common area, the charge may be split between all residents with access to the area.

Authorized University personnel may enter, inspect, and make repairs to any occupied or unoccupied room as deemed necessary. University personnel will always lock doors behind them when leaving a space, even if it was unlocked when they entered it, to ensure the safety of the student and their belongings.

Safe Campus

Residents are encouraged to familiarize themselves with the Safe Campus webpage on Southeastern's website at southeastern.edu/safecampus.

Title IX

Southeastern Louisiana University is committed to creating and maintaining an educational community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of sexual misconduct. 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.

How to Report

If you or someone you know has experienced sexual harassment, sexual assault, intimate partner violence, or any other forms of sexual misconduct, the university strongly encourages you to report. Reporting the incident means that you have choices to make about what the next steps look like. For some people, reporting is to ensure that your experience is recognized; for others, reporting is a means to get the support you need to feel safe and healthy; or, reporting can be a way to initiate our conduct process because you want to hold whomever harmed you accountable for their behavior.

If you choose to disclose to any reporting platform below (those that are not listed as confidential resources), this is what you can expect from Southeastern.

- The report will be forwarded to the Title IX or Deputy Title IX officer, who will reach out to you to offer support and make you aware of available resources. This person will also explain the Southeastern conduct process. You choose whether to proceed forward with a conduct or a criminal case.
- There are some instances where the information you share is so serious that the university needs to move forward without your participation because there is a threat to the campus community. The University will make you aware of this decision.

Below is more information on where you can turn to report incidents of sexual misconduct:

University Police Department:

Southeastern students may report an incident of sexual misconduct directly to our own Southeastern Louisiana University Police Department. Filing a police report does not obligate the reporting party to continue with criminal proceedings or disciplinary action. If you have experienced sexual violence outside of the Hammond area but want to connect with law enforcement, Southeastern UPD can help connect you to the appropriate authorities.

University Police Department: Tel: 985-549-2222 Email: police@southeastern.edu

Hammond Police Department: Emergency: 911 / Non-Emergency: 985-277-5000

The Office of Student Advocacy and Accountability:

When a student is accused of sexual misconduct, regardless of the status of the alleged victim (i.e., another student, a faculty member, etc.), the relevant student disciplinary procedures set forth in the [Student Conduct Code](#) shall constitute the formal investigation process. Any student victim of sexual misconduct may request disciplinary action with or without filing a police report. The Office of Student Advocacy and Accountability may impose interim actions to protect the safety of the victim. The Office of Student Advocacy and Accountability extends additional rights in disciplinary procedures to victims of Sexual Misconduct which can be found at www.southeastern.edu/code.

Office of Student Advocacy and Accountability: Mims Hall, Rm. 207

Tel: 985-549-2213 | Email: osaa@southeastern.edu

Report It Form: southeastern.edu/reportit

Title IX Office:

Any incident of sexual misconduct can be brought to the attention of the Title IX Officer. Although the University strongly encourages reporting sexual misconduct to the police, a complainant may request administrative action by the Title IX Officer with or without filing a police report. The Title IX Officer can grant interim accommodations such as changing academic, living, transportation or working situations.

Chief Audit and Compliance Officer/Title IX Coordinator: Jacob Penton

Tel: 985-549-5888 Email: jacob.penton@southeastern.edu

Director of Compliance/Deputy Title IX Coordinator: Yazmyn Smith

Tel: 985-549-5351 Email: yazmyn.smith@southeastern.edu

Responsible Employee:

An individual may report alleged sexual misconduct to a Responsible Employee or any employee serving in an administrative role at the University. Responsible Employees must report the incident to the Title IX Officer. No employee is authorized to investigate or resolve complaints without the involvement of the Title IX Officer. Responsible employees shall include all administrators, unclassified staff, and Resident Assistants.

Anonymous Reports:

Anonymous reports can be made using the [Anonymous Reporting Form](#). Individuals who choose to file anonymous reports are advised that it may be very difficult for the University to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes and shall be forwarded to the Title IX Officer.

Confidential Resources:

Confidential resources will not share the information you disclose unless you provide permission.

Southeastern Louisiana University has two offices that are designated as confidential resources. They are below:

University Counseling Center: Tel: 985-549-3894 Email: slucc@southeastern.edu

University Health Center: Tel: 985-549-2242 Email: health@southeastern.edu

Even if you do not report the incident to law enforcement or choose to participate in a university investigation, you can still access medical care, counseling, and other support from the university by notifying the Title IX Coordinator, Deputy Title IX Coordinator, Dean of Students, or the Office of Student Advocacy and Accountability.

Appendix A: Important Phone Numbers

Emergency

University Police Department.....985-549-2222

Residential Community

Resident Assistant On Duty

Resident Assistants are on duty Monday through Thursday from 5:00 PM through 7:30 AM and any time the University Housing Office is closed.

Ascension Hall.....985-222-5026

Cardinal Newman Hall.....985-969-8615

The Village/Village M.....985-351-8210

Hammond Hall.....985-969-8625

Livingston Hall.....985-989-9778

Louisiana Hall.....985-969-8624

Southeastern Oaks Apartments.....985-969-8628

Pride Hall.....985-969-9751

St. Tammany Hall.....985-969-8621

Tangipahoa Hall.....985-969-8632

Taylor Hall.....985-969-8626

Twelve Oaks Hall.....985-320-8242

Washington Hall.....985-969-8623

Maintenance

FIXX It Line (Repairs).....985-549-3499

Dorm Tech.....985-340-8324

Academic Support

Admissions.....985-549-5637

Center for Student Excellence.....985-549-3981

Career Services.....	985-549-2121
Sims Memorial Library.....	985-549-3860
Student Support Services.....	985-549-2122
Writing Center.....	985-549-2076
Tinsley Learning Center.....	985-549-2434

Student Services

Campus Activities Board.....	985-549-3805
Campus Card Operations.....	985-549-3990
University Counseling Center.....	985-549-3894
Enrollment Services.....	985-549-2066
Student Accessibility Services.....	985-549-2247
Financial Aid.....	985-549-2244
Student Advocacy and Accountability.....	985-549-2213
Honors Program.....	985-549-2135
University Health Center.....	985-549-2241
Student Engagement.....	985-549-2120

Campus Services

Shuttle Services.....	985-549-2877
Student Computer Help Desk.....	985-549-2700
Dining Services.....	985-549-2286
Student Union.....	985-549-2041
Auxiliary Services.....	985-549-2094
Document Source Print and Mail Center.....	985-549-5565
Bookstore.....	985-549-5393

Appendix B: Charges for Repair and Replacement

MINIMUM CHARGES FOR REPAIR AND REPLACEMENT			
Bathroom		Appliances	
Toilet Seat	\$25.00	Refrigerator	\$600.00
Toilet	\$275.00	Dishwasher	\$280.00
Towel Bar	\$25.00	Microwave	\$140.00
Toilet Paper Holder	\$25.00	Disposal Replacement	\$150.00
Sink/Tub Stopper	\$25.00	Stove	\$600.00
Shower Curtain Rod	\$50.00	Microfridge	\$750.00
Mirrors	\$90.00	Doors	
Sink Replacement	\$150.00	Bathroom & Interior	\$180.00
Sink/Vanity Replacement	\$350.00	Front Door (Hallway) Room Door	\$700.00
Caulk Replacement (Not Cleaned)	\$25.00	Pantry Door	\$150.00
Beds		Door	\$180.00
Twin Frame Replacement (Contemporary)	\$350.00	Paint	
Full Frame Replacement (Southeastern Oaks Only)	\$100.00	Bedroom Wall	\$25.00
Twin Mattress Replacement	\$200.00	Entire Room (More Than 2 Walls)	\$150
Full Mattress Replacement	\$350.00	Door	\$50.00
Cover Mattress	\$75.00	Blinds & Shades	
Furniture		Bedroom Blinds	\$50.00
Armoire/Wardrobe	\$650.00	Living Room Blinds	\$100.00
Desk	\$300.00	Shades (Cardinal Newman)	\$1,200.00
Desk/Common Space Chair	\$60.00	Cleaning Fee	
Two Drawer Dresser	\$250.00	Bedroom	\$100.00
Three Drawer Dresser	\$300.00	Common Space (Suite)	\$100.00
Couch	\$750.00	Living Room	\$100.00

Coffee Table	\$140.00	Kitchen	\$100.00
Side Table	\$125.00	Bathroom	\$100.00
Media Stand	\$325.00	Shampoo Carpet-Bedroom	\$50.00
Living Room Chair	\$505.00	Shampoo Carpet-Living Room	\$50.00
Four Drawer Dresser	\$450.00	Drains	
Kitchen Table	\$200.00	Clearing Stoppage Caused By Abnormal Use (e.g. Food Clog) Minimum Charge	\$25.00
Kitchen Barstool	\$90.00		
Bed Guard (Ascension/Twelve Oaks)	\$100.00		
Screens		Keys	
Replace	\$60.00	Replace Key	\$50.00
Remount	\$30.00	Replace Lock	\$50.00
Switches & Receptacles		Lock Out	\$25
Replace Cover Plate	\$25.00	Special Notes	
Replace Switch Or Receptacle	\$35.00	<i>Prices are subject to change without notice. This list does not cover all damage charges. Damages not listed will be assigned a price by University Housing based on the total cost of repair or replacement.</i>	
Additional Charges			
Smoke Detector	\$50.00		
Floor Tile-Minimum Charge	\$5.00/Tile		
LVT Flooring Per Strip	\$26.00		
Oaks Router	\$500.00		
Cable/Data Ports	\$100.00		
Cabinets	TBD		
Sheetrock Repair	\$50.00		
Light Fixtures	TBD		
Data Switch	\$50.00		
Excessive Damage To Walls	Price From PPS		
Trash Removal Per Bag	\$50.00		
Failure To Arrange Furniture	\$50.00 Per Set		

Appendix C: University Housing Terms and Conditions

The Terms and Conditions Agreement governs the residence halls, Organizational houses, and Southeastern Oaks Apartments. All references to “residence halls” or “rooms” also apply to buildings and/or room assignments in Southeastern Oaks Apartments.

The agreement pertains to any space in a residence hall, organizational house, or apartment and is not limited to any specific building or room assignment. Once a student’s housing application has been submitted, the student is financially committed to the agreement. Students agree to live in housing and are responsible for all housing and meal charges through May commencement, unless applying only for a summer semester.

The University requires that all students under 18 years of age have their 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 (see final page of terms and conditions for acknowledgement). By submitting the 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 canceled after submission. See the section titled “Credits” for the Room Credit Policy.

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 and will be available on the University Housing website.

[CLICK HERE TO VIEW THE UNIVERSITY HOUSING TERMS AND CONDITIONS](#)