



University Housing



RESIDENT GUIDEBOOK

2026-2027

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

Table of Contents

Table of Contents.....	2
About the University Housing Office.....	3
Applying to Live On Campus.....	4
Living on Campus.....	11
Behavioral Policies.....	17
Facilities and Room Care.....	22
Decorations and Furnishings Policies.....	23
Policy Violations.....	25
University Rights Reserved.....	26
University Housing Terms and Conditions Agreement.....	27
Appendix A: Important Phone Numbers.....	28
Emergency.....	28
Residential Community.....	28
Maintenance.....	28
Academic Support.....	28
Student Services.....	29
Campus Services.....	29
Appendix B: Charges for Repair and Replacement.....	30
Appendix C: Title IX.....	32

About the University Housing Office

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 by phone, email, or office visit during business hours. Residents may also email their Resident Assistant (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. Outside of business hours, an RA is on-call for each housing facility reachable via the phone number posted throughout the hall (see Appendix A).

Contact Information Website: southeastern.edu/housing Email: universityhousing@southeastern.edu Phone: 985-549-2118 Office Location: Pride Hall, 1st Floor, North Side (1301 SGA Drive, Hammond, LA 70402)	Business Hours Normal business hours during the fall and spring semesters are 7:30am-5pm Monday through Thursday, and 7:30am-12:30pm on Friday. During the summer semester, the University transitions to a 4/10 schedule and is open Monday through Thursday from 7:00am-5:30pm.
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 both professional and student staff who are dedicated to your comfort, safety, and success while living on campus.

1. Resident Assistant (RA): The RA is a student leader living in your community. They are primarily responsible for helping residents navigate campus life, building community, resolving conflicts, and addressing policy violations and other safety concerns.
2. Resident Manager (RM): The RM is a student leader living in your community who is responsible for leading an 'area staff' of RAs. They ensure that the day to day operations of their community are running smoothly.
3. Area Coordinator (AC): The AC is a professional staff member who also lives on campus and oversees multiple residential facilities and all students and staff living there. They are responsible for higher level administrative functions.

The full professional staff team can be viewed on the University Housing website by clicking [here](#).

Applying to Live On Campus

Requirement to Live on Campus

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

Students who are residing with parents, legal guardians, close relatives (defined as grandparents, or a married brother or 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 for housing, a residential meal plan (if applicable), 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.**

Returners/Greek Returners: Returners are students of any classification who currently reside in University Housing. Greek Returners are students of any classification who currently reside specifically within Greek Village. **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 have earned at least 30 credit hours at the time of applying.**
 - 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).

The Director of University Housing or their appointee may grant special permission for part-time students to reside on campus.

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.

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

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 from 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 Portal

1. Log into your Southeastern Google account.
2. Once logged in, select Google Apps launcher ("waffle") in the top right corner and scroll down until you see the StarRez Portal X icon.
3. After you click the icon, you will be redirected to the Housing Portal.
4. Click Housing Applications & Resident Meal Plans.
5. Select the term you need to apply for.

For additional information on how to apply for housing, visit [How to Apply for Housing - Southeastern Louisiana University](#) 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, and org. housing);
- **\$100 non-refundable processing fee** is required for all applications submitted by new applicants and from returning residents applying after the stated deadline or after completing a checkout;
- **\$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**

Charges for Housing

Residents are charged on a semesterly basis for residence hall and apartment spaces. 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 during the summer semester.

Rates are set for each academic year and must be paid by the appropriate deadline to avoid cancellation of the application/reservation. 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, and Greek Village 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. Additionally, 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](#).

Mid-Year Cancellation of Contractual Agreement (Buyout)

Residents are contractually obligated to reside in housing for the entirety of their contractual agreement. If a student wishes to terminate their 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 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 buyout fee is January 1. Requests submitted after this deadline will not be reviewed. The 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.

Reapplication

Students living in University Housing during the current agreement term will receive instructions via email regarding the reapplication process for the next applicable term. All returning students must complete the online housing application, submit the required \$300 prepayment online, meet the applicable academic standards, and be registered for a full-time student course load for the applicable semester to be eligible for housing.

Returning residents who complete the online housing application and submit the required prepayment by the stated deadline will receive priority over new applicants. Residents who reapply after the deadline will be automatically allocated a room based on the preferences listed on their housing application and available space. Space is not guaranteed for returning students who fail to submit the required prepayment by the stated deadline.

Returning residents must apply for the next agreement term while they are a current resident "in room" to avoid the \$100 processing fee. Residents who reapply after checking out of their assigned space will be considered new applicants and will be assessed the processing fee.

Students residing in organizational housing, including Greek Village, must also complete the reapplication process for the applicable agreement term and comply with all stated deadlines.

Returning Greek Village residents who submit an application after the November 15 and June 15 deadline will be assessed a \$50 late fee in addition to the \$100 processing fee.

Credits/Refunds Policy

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 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).

If a student resigns from the University (withdraws from all courses) prior to the fifteenth class day of the regular semester, or eighth class day of the full summer semester, 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 remaining enrolled in classes or resigning after the fifteenth class day of the regular semester, or eighth class day of the full summer semester.

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

Dates for roommate matching, room renewal, and room self-selection will be emailed to current residents when the Academic Year housing application opens on November 1. Students who complete the housing application by the deadline will be eligible to participate in these processes and will receive an email confirmation with their lottery timeslot and instructions for participation. Students who submit their application after the deadline will be automatically allocated to rooms based on their housing preferences and available space. Greek Village residents will be assigned according to the floor plan submitted by their organization.

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

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

University Housing does not guarantee assignment to a particular type of residence. 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 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 Police Department and 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 in order to consolidate space.

Accommodations

The Reasonable Accommodations in University Housing policy can be viewed at this link, in the Housing Portal, and in the University Housing Office in Pride Hall.

In accordance with 42 U.S.C. 3601 – 3619 (cited as the Fair Housing Act), the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations, this policy will state the procedures by which a student may receive a reasonable accommodation to University policy in their on-campus residence in order to provide the student with an equal opportunity to use and enjoy the residence.

This policy applies to all students residing on the campus of Southeastern Louisiana University, including students who have applied for on campus residency, and outlines procedures for all reasonable accommodations in a University Housing space, including assistance animals. Support animals are restricted to the handler's domicile per the Fair Housing Act and are not allowed in other areas of campus (e.g. classroom, Student Union, etc.). For classroom or other accessibility needs, contact the Office of Student Accessibility Services at accessibilityservices@southeastern.edu or 985-549-2247.

Waitlist

If a student receives a booking but would prefer a different room assignment, they may add themselves to a self-service waitlist in the Housing Portal (ex: student received a booking in a double style room but would prefer a single suite).

If no housing spaces are available, University Housing will email applicants to announce the opening of a waitlist. Students on the waitlist will be automatically assigned to the first space that matches the requested criteria once it becomes available without prior notification. Once assigned, any previous assignment will be released to another applicant. Remaining on the waitlist constitutes automatic acceptance of a new assignment. Placements are based strictly on space availability, not preferred building. Once assigned to a room from the waitlist, applicants are not eligible to request a cancellation of the application or receive a credit for fees.

Living on Campus

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. Residents will be informed of a deadline and procedures by which to complete their check-in. Those who fail to complete a check-in within the specified timeframe and/or by the specified procedures may be charged a \$100.00 improper check-in fee.

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

- Issue the resident a room key and/or activate permissions on their student ID.
- A staff member will check the 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.

Room Swap and Room Change Requests

Based on space availability, residents may be given the opportunity during a specified “room swap” time frame at the beginning of each semester to request reassignment to another residence hall, apartment, or room type. After this period, residents should contact their Resident Assistant and/or Area Coordinator to discuss room change requests.

Residents requesting changes within organizational housing or wishing to move out of organizational housing must receive prior approval from the organization and/or House Manager. Requests related to organizational housing assignment changes must be submitted via email to universityhousing@southeastern.edu and will be approved based on availability. Residents in organizational housing will not be permitted to switch rooms between the fall and spring semesters unless approved by University Housing.

If a reassignment is approved, the resident must pay any difference in room costs prior to checking into the new assignment. Once fees are paid, no credits will be issued (see Credit Policy). Residents are required to complete their move and check out of their previous assignment within 48 hours of reassignment approval. Students who remain in both spaces beyond the 48-hour deadline may be subject to a daily room rate charge for occupying two spaces.

Winter Break

Most housing facilities close during the period between the fall and spring semester (winter break). During this period of time, students will not have access to their room unless they live in

Southeastern Oaks Apartments, Greek houses in The Village, or Taylor Hall. All residents who are eligible to live on campus in the spring semester will be permitted to keep their property in their room during the winter break, but only those living in one of the residences listed above will be able to access their room during the break. All other housing facilities will be closed, and exterior doors will be secured. Residents will be informed of closing procedures for winter break via email.

During the application process, residents are asked whether or not they will require housing during the winter break and should select from the housing options that remain open. If a need for winter break housing arises throughout the semester, residents should contact University Housing via email requesting a hall change to an area that remains open. If the request is approved, the resident will be required to relocate and remain in that new residence for the following spring semester.

Interim Schedule

Housing facilities are open during Fall Break, Thanksgiving Break, Mardi Gras, and Spring Break. Dining Services may be limited during these periods.

Summer intersession housing is available for students registered for intersession classes; a daily room rate will be charged for housing during this time frame. Requests for summer intersession housing must be submitted via email to universityhousing@southeastern.edu.

Checking Out

University Housing conducts a period of checkouts at the end of each semester. During these periods, Resident Assistants will post their availability for residents to sign up for a checkout appointment. All residents not returning for the spring semester, or changing rooms between semesters, must check out of their room by the Friday of final exams in the fall semester. All residents are required to check out of their rooms by the Friday of final exams in the spring semester. Residents checking out prior to a checkout period should contact University Housing to schedule a checkout appointment.

Checkout procedures are subject to change through the semester, and checkout procedures for end-of-contract checkouts will be emailed and posted by the Resident Assistant near the end of the semester.

Each resident is responsible for scheduling a check-out time with their Resident Assistant unless told otherwise by University Housing. Before the checkout appointment, residents should remove all of their personal belongings from their room, clean the room, and return the furniture to its original configuration. Air conditioners should be set to 70 degrees on the cool setting, if applicable.

During the checkout process, RAs will inspect the room for damages not caused by general wear and tear, and fees will be assessed accordingly. Room keys must be returned at this time to avoid charges for lost keys. If the space is not clean at the time of check out, one or both residents may 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.

Any resident who does not check out properly 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. Improper checkout includes, but is not limited to, vacating the residence without notice, leaving your key behind without signing out of the room, and missing a scheduled appointment timeslot.

All charges are posted to the student's Workday. The student may pay these charges during registration or anytime at the Controller's Office or online via 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.

Damage charges may be assessed to all occupants unless one claims the damage. 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.

Abandoned Property

Personal property remaining in a residence after a contract ends or is terminated will be considered abandoned. Refuse and food items will be disposed of immediately. Residents will be notified via email of the found items and will have 5 business days to collect them or contact University Housing to make further arrangements. The University is not liable for lost, stolen, or damaged property. Fees for the removal of the property will be assessed as follows:

- a. Small Load: \$50.00
- b. Medium Load: \$100.00
- c. Large Load: \$150.00
- d. Excessive Load: \$300.00

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.

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 campus housing for the resident, but it is strongly advised that residents check with an insurance agent.

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.

Health and Safety Inspections

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 disciplinary 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.

Receiving Mail On Campus

The Document Source Print and Mail Center, located in the Student Union Annex, offers centralized mail services. To get your mail and packages, ensure you use the following address:

(Full Legal Name)
STUDENT RESIDENT
c/o 303 Union Avenue, Suite 1401
Hammond, LA 70402

You will have to use your legal name or your mail or package may be sent back to the sender. Once Document Source has received your mail or package, you will receive an email notifying you it is ready for pick up.

Laundry

Laundry facilities are accessible to residents at centralized locations throughout campus. Cycles can be purchased using Lion's Lagniappe. Residents are highly encouraged to monitor their laundry while using machines and remove their laundry from the machine as soon as possible once the cycle is completed.

Do not overfill machines past the halfway point or your clothes may be damaged during drying. 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.

Residence Location	Laundry Facility Location
Ascension Hall	Ascension Hall
Cardinal Newman Hall	Cardinal Newman Hall
Greek Village Buildings B-M	Building F
Hammond Hall	Hammond Hall or Louisiana Hall
Livingston Hall	Hammond Hall or Louisiana Hall
Louisiana Hall	Hammond Hall or Louisiana Hall
Pride Hall	Hammond Hall or Louisiana Hall
Southeastern Oaks Apartments	Southeastern Oaks Commons
St. Tammany Hall	Washington Hall
Tangipahoa Hall	Hammond Hall or Louisiana Hall
Taylor Hall	Hammond Hall or Louisiana Hall
Twelve Oaks Hall	Twelve Oaks Hall
Washington Hall	Washington Hall

Safe Campus

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

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.

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.

Behavioral Policies

1. **Abuse of University Housing Property** - Includes but is not limited to malicious damage or neglect of University Housing property, removal of common area furniture for personal use, attempted or actual theft of University Housing property, and improper disposal of trash.
2. **Access Control and Facility Security** - It is the responsibility of all residents to foster an environment of safety and security throughout the 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 follow you into any University Housing area without them using their Southeastern ID for access, including vehicle traffic into the North Campus Gate. Residents must report 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, have been restricted or banned.
 - **Compromising Security:** Preventing any door from closing, locking, or securing properly by any means, intentionally leaving a door unlocked, or failing to report a malfunctioning lock.
 - **Keys:** The use, possession, manufacturing, or transfer of duplicate keys is strictly prohibited. If a lost key is later found after a replacement is issued, it must be returned to University Housing. Lost or stolen keys must be reported immediately to University Housing and/or University Police. To ensure facility security, a lost or stolen key will result in a lock change. The resident will be assessed a \$50 fee per lock and \$50 fee per key being replaced. Residents must present a valid ID to be issued a replacement room key.
 - **Southeastern ID Card:** IDs are the property of Southeastern and are non-transferrable. Altering, destroying, or lending an ID to another individual for any purpose is prohibited and may lead to disciplinary action. Lost IDs must be reported immediately to Campus Card Operations.
3. **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 stored or 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 housing facilities. Empty or unopened alcohol containers are prohibited in all 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.



4. **Appliances** - Appliances must be used responsibly and in accordance with manufacturer specifications for safe usage and storage.
- 4A. **Prohibited Appliances** - 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 Pot cookers.
 - Toasters, hot plates, coffee pots with no automatic shut off.
 - Halogen/torch style lamps (unless furnished by the university).
 - Industrial grade 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 may cause electrical issues in the room.
- 4B. **Approved Appliances** - The following are approved for use in the residence halls, Southeastern Oaks apartments, and The Village:
- 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 (except where already provided, see above).
 - Slow Cooker with an automatic shutoff.
 - Rice Cooker.
5. **Bicycles** - Bicycles must be registered with the Office of Transportation Services. Storage is permitted only in designated outdoor bike racks. Bicycles found in stairwells, on balconies, or in hallways will be removed. All bicycles must be removed by the end of the spring semester or they will be removed. For more information, see the [University Bicycle Policy](#).
6. **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.
7. **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 houses per the [University's Coasting Devices Policy](#).

8. **Drugs** - Drug violations include the use, possession, manufacture, distribution, or sale of cannabis, cocaine, narcotics, or other controlled substances, including the misuse of prescription or over-the-counter medications, except as expressly permitted by law. This includes, but is not limited to:
- Use or possession of controlled substances or drug paraphernalia;
 - Misuse or abuse of prescription or over-the-counter medications, including use in a manner not prescribed or intended;
 - Manufacture, distribution, or sale of controlled substances or prescription medications;
 - Possession, use, or distribution of substances falsely represented to be controlled substances;
 - Operating a vehicle or other mode of transportation while under the influence of drugs;
 - Improper storage, sharing, or diversion of prescribed medications.
9. **Fire Safety Violations** - Violations include but are not limited to the following:
- **Incendiary Materials** - Burning any material or possessing incendiary items, including but not limited to candles, incense, matches/lighters, fireworks, explosives, or flammable liquids/fuels). Evidence of burning, such as odors, ashes, or char marks constitutes a violation.
 - **Equipment Tampering** - Tampering with, covering, disconnecting, or hanging items from fire safety equipment (e.g., smoke detectors, sprinkler heads, emergency alert systems); misusing or tampering with fire extinguishers or their cabinets.
 - **Obstructions** - Storing items on balconies, in hallways, or stairwells; disruption of airflow by blocking gaps in doors, windows, and/or vents; disruption of a clear path of egress (e.g., window-to-door access in rooms).
 - **Electrical and Appliance Safety Violations** - Leaving heat producing appliances unattended; using extension cords with major appliances; using non-University-provided mattresses.
 - **Exception for Grilling in The Village** - Recognized student organizations in The Village may maintain two grills per house, subject to the following:
 - **Fuel & Storage:** Charcoal and propane are the only permitted fuels. One bottle of lighter fluid and ignition tools (matches/strikers) may be stored safely in the kitchen. Propane is prohibited from being stored indoors.
 - **Outdoor Use Only:** Grills must be stored and used exclusively outdoors, at a safe distance from buildings. Grilling is strictly prohibited inside houses, on patios, or under covered pavilions.
 - **Safety:** Organizations are responsible for the safe operation and total extinguishment of grills.
10. **Heating, Ventilation, and Air Conditioning** - To prevent excessive moisture, condensation, and environmental growth, residents must maintain proper indoor climate control. 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.



11. **Identification Requirement** - Residents must carry their Southeastern ID at all times and present it immediately upon request of any University official, including Resident Assistants. Failure to provide identification or providing false information is a violation of this policy.
12. **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.
13. **Lockouts** - Students may contact the University Housing Office during business hours, or the Resident Assistant on Duty after hours if locked out of their hall or room. The resident must present a photo ID. The first lockout of each semester is free, with each additional incurring a \$25.00 charge placed on the resident's account.
14. **Meetings** - Residents are required to attend hall, floor, and/or section meetings called by University Housing staff and are responsible for all information shared. Residents unable to attend must notify their RA in advance and obtain all information covered regardless of the reason for the absence.
15. **Noise** - Residents are expected to maintain a living environment conducive to sleep and study in their residence and when in a common area. At all times, noise should be kept at a level that is not audible outside a resident's room or apartment. The use of subwoofers, amplifiers, or high-volume sound systems is prohibited. Any resident creating excessive noise, or assisting others in doing so, is subject to disciplinary action.
16. **Pets** - The only pet permitted in residential facilities is a single non-dangerous freshwater fish. Fish must be kept in a single, well-maintained vessel not exceeding one gallon in capacity. No other animals, including those belonging to guests or those being "pet-sat" for any duration, are allowed to enter or stay in University Housing. Assistance animals must be approved as a reasonable accommodation to this policy prior to being implemented into the residence. A \$100 fine will be imposed for pet violations.
17. **Single Point of Entry** - All residence halls transition to a single point of entry from 9:00 PM through 6:00 AM, using the main lobby spaces as the only means of entry. Windows may not be used as a means to enter or exit any residential facility except in the event of an emergency.
18. **Smoking/Tobacco Violations** - The use and possession of all forms of smoking and tobacco products are prohibited in all University residences, facilities and grounds. Prohibited items include but are not limited to cigarettes, pipes, hookahs and hookah-smoked products, electronic cigarettes/vape pens, including nicotine free products, oral tobacco products such as chewing tobacco, snuff, lozenges, and pouches.
19. **Solicitation and Private Enterprise** - Residents may not operate a business or private enterprise from their room, apartment, or any residential facility. Door-to-door selling, offering merchandise, or personal solicitation for goods and services is strictly prohibited. All promotional materials, including signs, brochures, and flyers, must receive written approval from the University Housing Office prior to distribution or posting. Any items posted or distributed without authorization will be removed, and the responsible party may face disciplinary action.



20. **Visitation and Overnight Guests** - A resident's right to a safe and comfortable environment always takes priority over a roommate's or suitemate's desire to host guests. Advanced approval from all roommates/suitemates is required for any guest (daytime or overnight). Unresolved guest conflicts may be referred to University Housing staff for resolution. The hosting resident is responsible for their guest's conduct and must accompany them at all times, including during entry and exit of the facility. University Housing reserves the right to require guests to leave the residence when cause prevails.
- **Age Requirement:** All guests must be at least 17 years of age. Use of residential facilities for "babysitting" or the care of minors is prohibited.
 - **Prohibited Areas:** Guests may not sleep in common areas (lobbies, lounges, study rooms) or in any bed space not explicitly assigned to their host.
 - **Cohabitation:** Use of a residential space by an unassigned person as a residence is strictly prohibited.
 - **Overnight Stays:** Overnight guests are permitted only when space allows. Limit of one (1) guest per resident. Stays may not exceed two (2) nights per week or five (5) nights per month in total.
 - **Access Integrity:** Residents may not provide their ID or keys to any other person for building access. The unauthorized possession, use, or duplication of University keys is strictly forbidden.
21. **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.



Facilities and Room Care

Cleaning, Maintenance, and Repairs

Residents are responsible for the condition of their room, including regular cleaning and reporting maintenance issues and concerns. University Housing and Housing Maintenance will conduct inspections to supplement resident upkeep.

It is highly recommended that roommates discuss a cleaning schedule as soon as possible after moving in together. Tasks that should be discussed include cleaning the room at least once per week, including the bedroom, bathroom, and kitchen (if applicable). Trash should be taken out regularly and not be left to accumulate in the residence. Appliances should be cleaned regularly, and dishes should be cleaned and put away on a timely basis. Food should not be left out and uncovered to avoid pests.

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. After checking in, residents can complete a Room Condition Report (RCR) using the QR code printed on the door. 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.

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.

Emergency Maintenance

Emergency maintenance issues should be reported immediately, either to the University Housing Office during regular business hours or to the Resident Assistant on Duty after hours. Examples of emergency maintenance situations include water leaks or flooding, power outages, loss of air conditioning, and other conditions that may pose a safety risk or cause significant property damage.

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 generally by February 1 each Spring semester. University Housing will notify each chapter of project approval and scheduling generally by May 1.

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.

Decorations and Furnishings Policies

- **Arrangement of Rooms** - Furniture must be arranged to allow for clear entry and exit from the door to the window. No furniture should impede safety devices or emergency exits. There must be at least eighteen (18) inches of clearance between the ceiling and the top of any furniture or other belongings.
- **Bed Risers** - Bed Risers are ONLY allowed in St. Tammany, Washington, Pride, Hammond, Taylor, Tangipahoa, Livingston, and Louisiana Halls. Bed risers must be made of high density polyethylene and cannot raise the bed more than six (6) inches. Bedposts must be set freely in the bed risers. No anchors, screws, or bolts are allowed to penetrate the bedposts.
- **Door Decorations** - It is tradition for Resident Assistants to make and provide 'door decs' for their residents to foster a sense of community. Residents may also utilize a single plastic over-the-door hanger for decorating their door.
- **Room Decorations** - Residents may hang wall decorations by using painter's tape or thumb tacks. Residents should not nail or screw items into the walls. Any other methods used to hang items are prohibited, and residents will be required to remove them upon discovery so repairs can be completed. 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 strips or hooks are prohibited (i.e. command hooks, command strips, mounting tape, putty, etc.). Residents may not hang decorations from their ceiling, from fire safety equipment, or tamper with the drop ceiling if applicable. Live trees or other greenery may not be used as decoration.
- **Food** - All food should be stored in closed containers to aid in controlling pests. Empty food and beverage containers should be disposed of and cannot be used as decoration.
- **Furniture** - Residents are responsible for the condition of all assigned furniture. Furniture should not be stacked, altered, or disposed of if damaged, including broken or detached parts. If furniture becomes unlevel after being moved or adjusted, and/or drawers are not closing properly, submit a maintenance request to have the furniture leveled. Personally owned furniture should be sealed, finished pieces (no raw wood) and should not impede ingress or egress.
- **Internet** - Residents may access wired Ethernet connections using the red Ethernet outlet in their room. Some residences feature a wireless access point, which should remain plugged in at all times. Ethernet access is available using the additional plugs on the bottom of the access point. Internet issues should be reported to Dorm Tech by calling (985) 340-8324.
- **Prohibited Furniture** - Prohibited furniture items include, but are not limited to:
 - Any chair with wheels or casters.
 - Non-university issued mattresses.
- **Housekeeping (The Village)** - Residents of organization houses are responsible for the cleanliness and upkeep of interior and exterior of the house. Hallways, stairwells, and areas around the building must be kept clear and may not be used for storage. Any non-approved items stored in these areas may be removed. Organization letters should be displayed in a presentable manner and not propped against windows.
- **Kitchen and Appliance Safety** - Appliances should be used in accordance with manufacturer specifications and should not be left unattended or used improperly. Appliances should be cleaned regularly.



- **Patio Furniture** - Residents of Southeastern Oaks Apartments and Greek Village houses may have patio furniture on the landing to their apartment or on exterior patios respectively. 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.
- **Shower and Tub Care** - A shower curtain liner must be used and kept inside the tub/shower during use to prevent water from leaking onto the floor and/or walls. Wet curtains or liners should not be pushed against the wall after use. Residents should not leave their shower/tub running unattended.
- **Trash Disposal** - Trash chutes are located near the elevator of each of the halls on South Campus. On North Campus, trash must be placed in exterior dumpsters. Do not place boxes or large items in the trash chute; dispose of large/oversized items in the exterior dumpster. 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.
- **Toilet and Plumbing Care** - To prevent overflows and other damage, only toilet paper may be flushed. Flushing wipes, hygiene products, paper towels, or other materials is prohibited. Residents should clean their toilet regularly and report any clogs or issues immediately.
- **Weightlifting and Exercise Equipment** - All residents have access to utilize the Pennington Student Activity Center (The Rec) for weightlifting and exercise. 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, and similar equipment.
- **Windows/Curtains** - Only manufactured curtains and university-provided blinds are permitted in windows. Sheets, blankets, loose fabrics, and similar items may not be used as window treatment. Curtains must be hung with a tension rod only. Screws, brackets, nails, or adhesive hooks are prohibited. Window tinting and adhesive decorations are prohibited. Small, well-maintained houseplants or similar low-profile decorative items are permitted on windowsills provided that they do not obstruct emergency egress or damage the facility. University Housing reserves the right to require the immediate removal of any item that detracts from the building's aesthetic, poses a safety risk, or is deemed inconsistent with University community standards.



Policy Violations

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, as revisions are typically made at least once per academic year. 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 disciplinary 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.

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 fees 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. The full process by which those complaints are addressed can be found in the Student Code of Conduct at southeastern.edu/code.

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 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.

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.

University Housing Terms and Conditions Agreement

The Terms and Conditions Agreement governs all housing facilities operated by Southeastern Louisiana University. All references to “residence halls” or “rooms” also apply to any space in an apartment or organization house. This agreement 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 for the full duration of the agreement period, unless the student requests to cancel their application prior to checking in. The signer acknowledges that the \$100 processing fee (and \$50 late fee if applicable) is non-refundable. The \$300 prepayment can only be credited to the student’s Workday account if the housing application is cancelled, in writing, by June 15 for the fall semester, November 15 for the spring semester. The student may incur a \$750.00 buyout fee if they choose to end the agreement prior to its expiration. The student must pay all the charges arising under the University Housing Terms & Conditions and any extension thereof when due under this agreement and under the rules and regulations of the University together with all fees and other costs necessary for the collection of any amount not paid when due.

The submission of an online application is only a request for a room space and does not guarantee a housing assignment. While preferences are considered, the student acknowledges that their assignment may be a residence hall other than one of those preferences. If assigned to a room that is occupied at less than maximum capacity, University Housing reserves the right to consolidate assignments which may require the student to move during the course of a semester. Further, if a room is occupied at less than maximum capacity, the resident(s) understand that they may receive a new roommate(s) in order for the room to be fully occupied. University Housing may not be able to provide advance notice.

The signer acknowledges that they have carefully read the University Housing Resident Guidebook, have had sufficient time to review and seek explanation of the items therein, and agree to be bound by them. The Resident Guidebook, as well as these terms and conditions, are subject to change at the discretion of University Housing and will be available on the University Housing website.

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

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. 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 voided after submission. See the Resident Guidebook’s section titled “Credits” for the Room Credit Policy.

Student Name: _____

Student W Number: _____

Parent/Guardian Name: _____

Parent/Signature: _____

Date: _____

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 (Internet).....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: 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

The Office of Title IX

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.

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

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

Yazmyn Smith, Director of Compliance/Deputy Title IX Coordinator

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 Report

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 Resource

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.