



University Housing



2024-2025

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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 staff in the University Housing Office on the first floor of Pride Hall during business hours by phone or email. Outside of business hours, there is a Resident Assistant who is on call for each residence hall, and they can be reached using the phone number that is posted throughout the hall (all duty phone numbers listed in Appendix A). Residents are also encouraged to direct questions or concerns to their Resident Assistant by contacting them directly via email. Resident Assistants can sometimes be reached by knocking on their door, however they are also students and not required to be available in person in the residence halls at all times. See below for more details on how to contact University Housing:

University Housing Office Southeastern Louisiana University SLU 10704 Hammond, LA 70402	Website: <a href="http://southeastern.edu/housing">southeastern.edu/housing</a> Email: <a href="mailto:universityhousing@southeastern.edu">universityhousing@southeastern.edu</a> Phone: 985-549-2118 Office Location: Pride Hall
<b>Fall/Spring Hours of Operation:</b> 7:30AM-5:00PM Monday through Thursday, 7:30AM-12:30PM Fridays  <b>Summer Hours of Operation:</b> 7:00AM through 5:30PM Monday through Thursday	Visit Us on Social Media: facebook.com/southeasternuniversityhousing X (Twitter): x.com/sluhousing 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](http://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. Forms for making applications for consideration of exemption from the on-campus residency requirements may be obtained from the Office of the Vice President of Student Affairs. Forms must be returned to the Office of Student Affairs at least 25 days prior to the first day of registration for a semester in order to ensure full consideration before registration. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester. Students found violating the policy as stated above will be required to move into an on-campus residence and pay room rent plus an administration fee for the semester in which the violation occurred. Refusal to do so will result in disciplinary action. When a student is granted permission to reside off-campus, the University assumes no responsibility for the living arrangements and supervision of that student.

## Eligibility

### New Applicants

New applicants are any student who is not currently a resident of University Housing and/or are applying for housing for the first time. New applicants must meet the following criteria:

- Be fully admitted to the University in order to access the application.
- Be a regularly enrolled, full-time, unmarried student.
  - Students not enrolled full-time may be granted special permission from the Director of University Housing 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:

- Residents must have a 2.0 overall GPA at the time of application to the residence halls and organizational housing.
- All residents must maintain a 2.0 overall GPA to remain in the residence halls and organizational housing.
  - Apartment residents must have a 2.3 overall GPA and sophomore standing at the time of application, and must retain a 2.3 overall GPA to remain in Southeastern Oaks Apartments.
  - Honors residents must have a 3.0 GPA to remain in the Honors residence halls.
- Students who do not meet these criteria may file an appeal with the University Housing Academic Standards Committee (see Academic Standards section below for more information).





## 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 below the minimum grade point average requirement can still reapply for housing as long as their GPA for the current semester meets or exceeds the overall GPA requirement (see table above), or if the student submits a housing academic appeal during the designated time frame and receives approval of the appeal. Additionally, these residents are strongly encouraged by University Housing to apply for summer semester Housing and enroll in summer courses in an effort to increase their grade point averages. Please discuss Summer Smart courses with your Academic Advisor.

## Academic Suspension

Students will receive notification from the University if they are placed on academic suspension and will be given instructions on filing an appeal. If the resident does not appeal, the student must be checked out by the stated housing semester deadline. Possible charges for late check outs include: \$250 improper check-out fee; a daily room rate until the student is checked out; damage or key charges; and a \$300 disposal fee if property is not removed. The University will not be responsible for any damage or loss of property during the process.

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

## Accessing the Housing Application Portal

1. Visit [southeastern.edu/housing](https://southeastern.edu/housing).
2. Click "Apply."

3. Follow the steps to obtain your Southeastern Gmail account username and password if you have not already.
4. Log into your Southeastern Webmail account.
5. Click the Google Apps Icon in the top right-hand corner of your Southeastern Webmail account.
6. Scroll through the drop down menu and select the StarRez PortalX Icon. You will be redirected to the Housing Portal.
7. Click on “Housing Applications & Resident Meal Plans” and select a term to start or continue with your housing application.

## Application and Prepayment Fees

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

**Applications for University Housing must be submitted via this portal and must be accompanied by the processing fee (\$100), prepayment (\$300), and late fee if applicable (\$50) in order to be considered complete.**

## 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 announced, and residents with completed applications by the stated deadline will have the opportunity to participate. 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 semester 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 The 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, other than those living in Southeastern Oaks Apartments, are required to purchase and retain a residential meal plan during the academic year.
- Greek residents under 60 hours of coursework are required to purchase a meal plan during the academic year.
- 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.
- 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 on-campus housing for one 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 and considered 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, 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](mailto: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, 2025, 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 Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or**

**911 in the case of an emergency. 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) is 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 15th 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 or the 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, less the housing application processing fee and late fees if applicable.

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 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](mailto:accessibilityservices@southeastern.edu) or 985-549-2247.

# 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 Inspection (RCI).
  - Residents will have 24 - 48 hours to report any damages in their room on the RCI
- After the 24- 48 hours, the RCI will be processed as is. Residents may be liable for any damages not noted on the RCI.

## 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](mailto: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](mailto: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 in good order and sweep before the Resident Assistant arrives to check the room. All personal items must be removed.
- 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 room
- room should be clean, furniture back into the original configuration, and beds fully raised
- all air conditioning units should be set to 69 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 (move 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 both occupants unless one claims the damage. Damages include, but are not limited to; neglect, misuse, use of incorrect or unauthorized cleaning materials, vandalism, etc. Students residing in shared spaces are expected to communicate regarding cleaning of the room for check out. If the space is not clean at the time of check out, 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
- Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University

community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.: 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 B: Gender Inclusive Housing
- Village C: Veterans and Veteran-Dependants Housing
- 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?





# Policies

Students are responsible for complying with all policies and regulations as set forth by Southeastern Louisiana University. Before checking into University Housing, students should read the Student Code of Conduct as well as the policies and regulations outlined in the University Housing Resident Guidebook. It is each student's responsibility to keep informed and comply with the Student Code of Conduct, the University Housing Resident Guidebook, and other published rules and policies. The Student Code of Conduct can be viewed at [southeastern.edu/code](http://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.

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.

## Abuse of University Housing Property

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

- Failure to properly dispose of trash or refuse.
- Malicious misuse, destruction, or defacement of, and/or failure to maintain and properly care for University Housing property.
- Tampering with or misusing telecommunications equipment, computers, or other technology.
- Attempted or actual theft of, or unauthorized possession of, University property.
- Removal of furniture from a lobby or common area.
- Unauthorized use of any University Housing premises, including any bed space and/or accompanying furniture not currently assigned to a resident.
- Use of University Housing names and images without the authorization of University Housing.
- Possession or display of signs or articles which might have been picked up inappropriately (street signs, etc.).
- Storage of a bicycle or similar transportation device in any space other than a bicycle rack.

## 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.

## 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 a fire extinguisher or fire extinguisher storage cabinet. Fire extinguishers are located in strategic points in all on-campus residences.
- Unsafe use of appliances. Do not leave heat-producing appliances unattended; unplug when not in use and let cool before storing.
- Use of an extension cord with a major appliance. Plug major appliances (refrigerators, microwaves into a wall outlet.
- Use of a non-standard issue mattress. Only mattresses provided by the University are allowed.
- Storage of items in balconies, hallways and stairwells.
- Disruption of a clear path of egress. Rooms should have a clear path from window to door.
- Tampering with, covering, or disconnecting fire safety equipment including but not limited to smoke detectors, sprinkler heads, emergency alert systems.
- Burning any material in a residential space, including but not limited to rooms, common areas, exterior spaces, and parking lots. Evidence of materials being burned includes but is not limited to ashes, char marks, scorch marks, odor of smoke, discoloration of walls/ceiling.
- 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, featuring 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

Allowing thermostat settings to be extremely hot or cold, mixed with opposing weather conditions (hot or cold) outside, and the normal high humidity of South Louisiana can cause various levels of moisture in your room. This may lead to condensation collecting on windows, walls, floors, and personal property, which is a sign of improper thermostat settings. If this continues, it will cause poor air quality in the room which may result in environmental growth and/or a musty smell. Excess water will cause damage to the facility and personal property.

To avoid this condition, never set your thermostat to maximum heat or cold, and do not leave windows or doors open when your unit is running. It is recommended that temperature settings be kept between 68 and 70 degrees. Clean the front of your unit at a minimum of every two weeks by wiping it with a damp cloth and do not block the front of the unit with furniture or other items. There should be at least two feet of clearance in front of the air conditioner to allow for optimal performance. At no time should any air conditioning vents or ducts be taped, sealed or obstructed.

## Meetings

Mandatory floor or section meetings are called at the discretion of the Resident Assistant 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 may be asked to remove their pet from the residence.

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 required to remove the animal immediately and may face additional disciplinary action.

Animals that are accommodations for a disability will not be considered pets and must be approved as a reasonable accommodation to this policy.

## 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.

## Visitation and Overnight Guests

All residents have a right to a safe and comfortable living environment. The roommate/suitemate's rights to feeling safe and comfortable take precedence over the rights of a roommate to have a guest. When roommates encounter a conflict over guests in the room, they should first communicate openly and honestly about their concerns and preferences. It is important to listen actively to each other's viewpoints and seek to understand the reasons behind their feelings. Establishing mutually agreed-upon guidelines for guest visits can help prevent future disagreements. Compromising and showing respect for each other's needs will foster a cooperative and harmonious living environment. If needed, seeking mediation from a Resident Assistant can provide additional support in reaching a resolution.

## Overnight Guests

Remember, any guest visitation requires roommate consent in advance of the guest's arrival in order to maintain a comfortable living environment for all.

Invited friends and relatives may be entertained overnight when space is available and arrangements are made with your roommate or suitemate prior to their arrival.

There may be only one (1) overnight guest per resident. A guest is defined as any person not assigned to the room of the host. The hosting resident is to be present with the guest at all times. The resident will be responsible for all actions of their guests. A resident may not have an overnight guest more than two (2) nights per week and no more than a total of five (5) nights per month. All residents of the unit must consent to the guest staying in the unit overnight prior to their arrival.

Cohabitation is prohibited. Cohabitation exists when a person not assigned to a particular space uses that space as if they were living there.

Guests should not be allowed to sleep in any public, common spaces within the residential community, including but not limited to lobbies, study rooms, parlors, or classrooms.

Guests should not be allowed to sleep in any bed space not belonging to the resident responsible for their visit.

## General Guest Policies

Remember, any guest visitation requires roommate consent in advance of the guest's arrival in order to maintain a comfortable living environment for all.

Residents are responsible for the actions of their guests, and are required to accompany them at all times while they are in the hall, apartment, or house. Residents must escort their guests in and out of their residence.

Guests must be at least seventeen (17) years of age. Babysitting is prohibited at all times. Guests under the age of seventeen (17) must be accompanied by a parent or guardian at all times.

The resident is responsible for being in possession of keys and/or University ID at all times. Residents are not allowed to give access to the halls by giving their keys/ID to a guest or another resident. Guests are



not allowed to enter the residence hall/room without being escorted. Unauthorized possession, duplication, or use of keys to any University premises is prohibited.

## 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:

1. Allowing a person(s) to enter any area of University Housing by following you into the area without use of their Southeastern ID to gain access (tailgating).
2. Failure to report a person(s) to University Police, University Housing, or any other campus security authority who has entered a residential area without use of their Southeastern ID to gain access.
3. Knowingly allowing a person(s) to access any area of University Housing who you know, or reasonably should know, to be restricted, banned, barred, or disciplinarily suspended, dismissed, or expelled from University Housing and/or Southeastern Louisiana University.
4. Compromising the security of any area of University Housing by preventing an exterior or interior door from closing, locking, and/or securing properly by any means.
5. Compromising the security of any room space in University Housing by intentionally leaving a door unlocked, or by failing to report a lock that is not functioning properly 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. A replacement key can be obtained from the University Housing Office. A \$50 fee will be charged to the resident's account for the replacement.
- If the locks need to be changed, an additional \$50 fee will apply.

## Lost Southeastern ID

- If a resident loses their Southeastern ID, they should visit Campus Card Operations in the North Campus Main Building for a replacement.



## Prohibited Actions

- 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.

## 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 Residence Hall, they may call the University Housing Office at 985-549-2222 or the Resident Assistant on Duty (all numbers are included at the end of this guidebook) to gain access to their room. Repeat lockouts will result in a charge to the resident's fee bill. For residents in suite-style residence halls, remember to keep the bathroom door unlocked when not in use. Due to regulations outlined by the Louisiana Office of the State Fire Marshal, the bathroom doors may not be locked from outside the bathroom. Windows may not be used as a means to enter or exit any residential facility except in the event of an emergency.

## 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.

## 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/Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the

Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.. 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

All bicycles must be registered with the Office of Transportation Services. Bicycles should only be stored in designated bike racks outside the residence halls, apartments, and Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.. Any bicycle stored in stairwells, on balconies, or hallways will be removed and confiscated. Bicycles are not allowed on the balconies in Southeastern Oaks. All bicycles must be removed at the end of the spring semester; those not removed will be removed and confiscated. All students who withdraw from the University must remove their bicycles from the campus. The University is not responsible for 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

The Coasting Devices policy was designed to increase the campus community's safety and applies to anyone on campus at any time, day or night. It applies to all University students, faculty, staff, contract employees and campus visitors.

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.

Please also note that 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 academic buildings, residence halls, apartments, and organizational/Greek houses.

The 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 used in any area of University Housing should be used responsibly and within the parameters for safe usage set forth by the manufacturer. 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 Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.s 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



All students should not use or store electrical equipment on the floor and must unplug appliances other than televisions, computers, and refrigerators when the room is unoccupied. Refrigerators must be plugged directly into a wall outlet. Power strips and surge protectors are acceptable if they are plugged directly into a wall outlet. Outlet splitters and expanders are acceptable only when plugged directly into the wall outlet.

## Personal Safety

When entering or exiting a residence hall or organizational house, at no time should students allow anyone else to enter the building. All persons entering the residence hall must use their own ID or key.

All of the Residence halls (except Southeastern Oaks) will require you to use your Southeastern ID to enter the building. In Ascension and Twelve Oaks your ID will give you access to your room as well. In all other residential halls your key will give you access to your room door, but not entrance to the building. Residents should not leave their key or student ID in their room as it is the only way in and out of the building. If any University employee must enter a resident's room, whether the room is unlocked or locked prior to entry, the room will be locked by University staff. This is to protect the resident and their belongings.

When away from the residence hall, organizational house, or apartment, students should never walk alone after dark. It is a good policy for residents to tell their roommate where they are going and when they expect to return.

Below are some simple tips to improve your personal safety:

- Avoid walking alone at night. Keep to well lit, commonly traveled routes.
- Familiarize yourself with campus. Visit [southeastern.edu/map](http://southeastern.edu/map)
- Have your room or car keys ready.
- Lock windows and doors when leaving your room or sleeping.
- Do not post personal information on public websites.
- Review the campus safety plan: Safe Campus

## 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.

## 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 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 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 move a resident to another room with an assigned roommate if a resident has paid for double occupancy.

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.

# 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](mailto: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](mailto: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.

# 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.
- Blinds should remain down for safety reasons (can be opened but not raised).
- 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).
- Bed risers made out of plastic. 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

- Fire extinguishers are located in strategic points in all on-campus residences.
- Use appliances carefully. Do not leave heat-producing appliances unattended; unplug when not in use and let cool before storing.
- Never plug a heavy appliance into a lighter extension cord.
- Only mattresses provided by the University are allowed. Outside mattresses are prohibited.
- Balconies, hallways and stairwells should be kept free of personal items, including furniture, bicycles, decorations, grills/cooking implements, or other miscellaneous items.



## In Case of Fire

If you discover a fire:

- Pull the nearest fire alarm;
- Call University Police at 985-549-2222;
- Call out, "Fire!" as loudly as possible.

## Evacuation

When a fire alarm is activated, everyone must evacuate the building immediately by following the evacuation route. Leave your room, close your door, and evacuate the building according to the fire 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, do the following:

- Keep the door closed.
  - Seal cracks around the door with tape, clothes, sheets, etc.
- Open windows slightly if there is no smoke outside.
- Tie a wet cloth over your nose and mouth to aid breathing.
- Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
- If clothing catches on fire, STOP, DROP, AND ROLL! Do not run. Drop to the floor and roll out the fire. Drop and roll someone else on the ground or use a rug, coat, or blanket to smother flames. Cool the burn with cold water. Get prompt medical attention.

## 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 damage to furniture, equipment, window screens, front doors, etc. Each student is to sign a Room Condition Report acknowledging receipt of all property assigned to them in the room. The resident is responsible for the general condition of the room and its equipment, including loss and damages. All damages should be reported immediately to University Housing to hasten repairs and prevent further damage.

In the event of a maintenance problem, (ex. lights, air conditioner, plumbing, etc.), please call the FIXX LINE (985-549-3499) or visit our housing portal and click on "Maintenance Request" to submit a request.

When maintenance is requested, the request is triaged and assigned to a staff member based on the priority of the issue reported. This is not always done on the same business day as the submission of the request. When a staff member is dispatched to complete maintenance, they 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 on the vanity mirror (or on the refrigerator in Southeastern Oaks) 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](mailto: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

Tropical storms and hurricanes are no strangers to Louisiana. During hurricane season (June 2 – November 30), several storms and hurricanes usually enter the Gulf of Mexico presenting potential threats to Louisiana residents. In the event that a hurricane threatens southeast Louisiana, Southeastern Louisiana University will initiate procedures to ensure the safety of students and employees. This may include closure and evacuation of the campus and opening of secure shelter for those who may not be able to leave campus.

Remember that Southeastern is not a public hurricane shelter, and facilities will not be open to the general public. Residents are strongly encouraged to evacuate campus if possible. Once the University officially closes and the shelter opens, all residents who remain on campus, must enter the designated shelter or leave campus. No residents will be allowed to return until the University officially reopens the campus. Students who remain after Housing facilities are closed will be subject to disciplinary action.

No room credit will be made if the University fails to provide residential services due to a forced evacuation.

## When to Evacuate for a Hurricane

Plans to evacuate the campus begin as early as possible when the region falls under a hurricane warning. If the storm appears to threaten the immediate region, the campus may be closed. If closure and evacuations are ordered, students will be notified through the news, media, university website, and announcements by faculty, University Housing, and Division of Student Affairs personnel.

## Evacuation Procedures

Once notified of a possible hurricane threat, the following procedures should be followed by students residing in on-campus residences or in off-campus apartments.

### The Warning Stage

In the warning stage, residents should be prepared to:

- Begin to make plans to proceed to your home or intended destination.
- Review which routes should be taken to travel to your home or intended destination.
- Listen to an Emergency Alert System (EAS) radio station or radio television stations for information regarding the weather situation.
- Fill the tank on your vehicle and check all other fluids, belts and tires.
- Pack items to take with you, such as changes of clothes, personal hygiene items. Take with you a portable battery-powered radio, flashlight and extra batteries. Do not leave cash or other valuable items in the residence hall.
- Elevate all items from the floor of your room and away from windows and doorways.
- Take credit cards and cash.
- Bring prescription medication and drinking water.

On-Campus residents and employees who are unable to leave the campus are advised as to evacuation and shelter procedures.

Students residing off campus are advised to leave with a neighbor, friend, or family member the address and telephone number of the intended evacuation location. If you have questions about the campus being closed or an ordered evacuation, speak with a student housing staff person, or call the University Police Department (985-549-2222).

Weather Information Emergency weather information will be available on most radio stations, area television stations, or the Weather Channel on cable TV. Emergency Alert System radio stations include KSLU (90.9FM) and WWL (870 AM).

## Laundry

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.

Washers and dryers are for residential use only. 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.

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

## Lion Traxx

The Department of Transportation Services provides an efficient and safe curb-to-curb transportation system for the student body. Lion Traxx is provided free of charge to students with a valid Southeastern ID. Services do not run on weekends, semester breaks, or University holidays. To contact Transportation Services, call 985-549-2877.

## 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 the University Housing Office.

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 the University Housing Office 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.

It is highly recommended for residential students to purchase renter's insurance. 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. Refer to our website resource on renter's insurance at [southeastern.edu/housing](http://southeastern.edu/housing) > Resident Information > "Renter's Insurance" link.

## 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 for maintenance assistance. Maintenance will determine the cause of the "clog" and if it is through misuse, you may be required to pay for damages/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. Refer to our website resource on renter's insurance at [southeastern.edu/housing](http://southeastern.edu/housing) > Resident Information > "Renter's Insurance" link.

## Return To Housing From Medical Or Behavioral Treatment

In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be contacted by the Office of Student Advocacy and Accountability to schedule a meeting upon the student's return to campus.

## Room Inspection

The University reserves the right to conduct announced or unannounced room inspections for maintenance, inventory, health, and safety. Rooms will be checked at least two (2) times per semester, and more as warranted. University Housing will send emails announcing regularly scheduled health and safety 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.

Authorized University personnel may enter, inspect, and make repairs to any occupied or unoccupied room as deemed necessary.

## Student Conduct

Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially.

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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency.

## 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](mailto: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 by the Office of Student Advocacy and Accountability with or without filing a police report. The Office of Student Advocacy and Accountability may impose interim actions ~~such as a no-contact order or an interim suspension~~ 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](http://www.southeastern.edu/code).

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

Tel: 985-549-2213| Email: [osaa@southeastern.edu](mailto:osaa@southeastern.edu)

Report It Form: [southeastern.edu/reportit](http://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.

Title IX Coordinator: Gene Pregeant  
Tel: 985-549-5888 Email: [gpregeant@southeastern.edu](mailto:gpregeant@southeastern.edu)

Director of Compliance/Deputy Title IX Coordinator: Yazmyn Smith  
Tel: 985-549-5351 Email: [yazmyn.smith@southeastern.edu](mailto: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](mailto:slucc@southeastern.edu)

University Health Center: Tel: 985-549-2242 Email: [health@southeastern.edu](mailto: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, 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	
Kitchen Barstool	\$90.00		
Bed Guard (Ascension/Twelve Oaks)	\$100.00		\$25.00
Screens		Keys	
Replace	\$60.00	Replace Key	\$50.00
Remount	\$30.00	Replace Lock & Issue New Key	\$100.00
Switches & Receptacles		Lock Out	\$25
Replace Cover Plate	\$25.00	Special Notes	
Replace Switch Or Receptacle	\$35.00	<p><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></p>	
Additional Charges			
Smoke Detector	\$50.00		
Carpet (Southeastern Oaks)	\$325.00		
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

## Agreement Overview

This 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.

This 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 this 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 this application co-signed by a parent, guardian, or other person willing to provide consent and to guarantee payment of the fees for the period specified (see final page of terms and conditions for acknowledgement). By submitting this application, it establishes a binding agreement between the student (and parent/guardian if under 18 years of age) and Southeastern Louisiana University. Agreements cannot be canceled after submission. See the section titled “Credits” for the Room Credit Policy.

## Registration Expectation And Duration Of Agreement

Residents must be currently enrolled and registered for classes as a full-time student at Southeastern Louisiana University or a participant in a Southeastern approved program; dropping to part-time status and/or not meeting the 2.0 GPA requirements shall not terminate this agreement. If space is available, University Housing, at its sole discretion, may permit a part-time student to live in a residence hall. Residents who are academically suspended from the University and/or fail to satisfy financial obligations may be required to vacate their space within 24 hours of their last fall exam, even if an appeal outcome is pending. Students who drop below 12 hours and/or do not meet the 2.0 GPA requirements and cancel their Housing Agreement will be subject to the Cancellation Policy (see Section 19 for more information).

- A. The term of this agreement is the academic year (fall and spring). All residence halls, with the exception of Greek Village, Southeastern Oaks, and Taylor Hall will close when the University closes in December for Winter Break.
- B. The terms of the Organizational Houses are for a six month period: July 1 - December 31 (fall) and January 1 - June 30 (spring) Per the Organizational Terms of Occupancy, prorated refunds of housing fees are not made for maintenance closures or early check out.
- C. Students granted permission to check in prior to the official move-in date are subject to the terms of this agreement and may be subject to additional charges.
- D. Students canceling this agreement prior to May commencement may be assessed charges and penalties as outlined in “Room Credit Policy.”
- E. Students reassigned from a residence hall or Southeastern Oaks to Greek Village or vice versa will be subject to different contract dates and rates and will be required to submit an online application for the Greek term.

## Online Application, Processing Fees And Prepayment Policies

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

New Applicants/Greek New Applicants are defined as any student who is not currently a resident of University Housing.

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

New Applicants / Greek New Applicant		
Prepayment	\$300.00	Due upon submission of online application.
Processing Fee	\$100.00 (Non-refundable)	Due upon submission of online application.
Late Fee	\$50.00 (Non-refundable)	Due upon submission of the application. Charged to applications submitted after June 15 for the fall, November 15 for the spring, and May 15 for the summer.
Returners / Greek Returner Fees		
Prepayment	\$300.00	Due upon submission of online application.
Late Fee	\$50.00 (Non-refundable)	Due upon submission of the application. Charged to applications submitted after June 15 for the fall semester, November 15 for spring semester, and May 15 for the summer semester.

## Mandatory Meal Plan

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

**Greek Village residents** with under 60 credit hours are also required to purchase and retain a meal plan. Greek Village residents with 60 credit hours and above do not have a mandatory meal obligation, but are encouraged to purchase a meal plan.

## Bookings

Submission of an online application is a request for any available room space and does not guarantee a housing assignment. While preferences are considered, the room assignment may be a residence hall/apartment other than one of those preferences. Please note: Assignments in Greek Village/Organizational Houses are contingent upon placement on the organizational floor plan submitted by the House Manager of that organization.

## Booking Eligibility

Applicants who accept this agreement and submit the housing application prior to the deadline will be eligible for roommate matching and room self-selection. Applicants will be notified via their Southeastern email when these selections may be made. Applicants who are not eligible for roommate matching and/or room self-selection will be

given a booking based on space availability using the auto assignment method, which is a system generated assignment based on the student's preferences entered during the application process.

Students must have a minimum cumulative college GPA of 2.0, if applicable, at the time of applying for a residence hall room (more information can be found at [southeastern.edu/housing](http://southeastern.edu/housing)). Room assignments and check-in information will be sent to students via email prior to the start of the semester and may also be viewed on the online application portal.

Rooms must be occupied only by students to whom they are assigned and may not be sublet to another person. Double rooms are to be occupied by 2 persons of the same gender (as registered with the University), triple rooms by 3 persons of the same gender. Apartments are to be occupied based on capacity (i.e., 2 bedrooms or 4 bedrooms with persons of the same gender).

In certain circumstances where there is a perceived threat to the safety of the University community, a residence hall or University-wide interim suspension, or other interim measure, may be imposed in order to:

- A. Ensure the safety and well-being of members of the University community or preservation of University property;
- B. Ensure the student's physical or emotional safety or well-being; or,
- C. If the student poses a threat of disruption of or interference with normal University operations.

For more information regarding Interim Measures, view the Student Handbook at [southeastern.edu/handbook](http://southeastern.edu/handbook).

## Greek Village Terms of Occupancy

Term 1 fall; Occupancy dates are July 1st through December 31st. Term 2 spring; Occupancy dates are January 1st through June 30th. Residents not returning to housing for the fall of the academic year may be subject to check out prior to June 30th to allow for maintenance and reconditioning. Residents not returning to the organizational house for the spring term will be subject to check out of their assignment prior to the Winter Break (set by the University calendar).

Organizational building and room assignments will be made based on individual building/organizational requirements, which are subject to change. Bookings are given on a first come, first serve basis. Students must complete an application fully in order to receive a booking. Applicants must be approved for assignment to the organizational house by the house manager or chapter president via official notification to the Housing Office. Applicants must be affiliated, considered an active member (initiated or provisional), by the Office of Student Engagement with the organization to reside in the organizational house. Unaffiliated students may not check in.

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

If the chapter removes a resident of the organizational house from the membership, the resident and chapter must notify University Housing within 24 hours of this decision to arrange for the relocation of the student who was dismissed to another residence on campus. If a resident is removed from active membership and chooses not to relocate to another residence on campus, they are considered a canceled applicant, meaning the resident is not eligible for a credit for any of the room charges (application fee, prepayment, room fee).

## Partial Occupancy

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

- A. Request assignment to another room.
- B. Request an eligible roommate(s) to move into their room so that it becomes fully occupied.
- C. Pay the additional room charge for a private room.

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

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

If a room becomes partially occupied or a student moves into a room that is not at full capacity, University Housing reserves the right to fill the vacant space. The remaining student understands that a new student could be assigned to the vacant space at any time. While University Housing makes every attempt to provide advance notice, this is not always possible. The remaining student may not occupy their own space and the vacant space (double occupancy). Any student responsible for double occupancy may be charged a daily room rate for the time they occupied the vacant side of the room.

## Room Changes

Residents who are required or allowed to move to a different room assignment, for any reason, will be charged for the new room beginning with the date of reassignment. A credit will be posted to the student's Workday account for the unused days of the original assignment followed by a debit of the remaining days in the new assignment. The resident must have sufficient financial aid or make any additional payments prior to transferring to a new room assignment.

Residents who change assignments mid-year and move to an assignment either in Greek Village and/or move out of Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency. may be subject to a new or different meal plan, a different room rate, and agreement length.

## Standards

### Academic Standards

Residents are contractually obligated to reside in on-campus housing for one year (consecutive fall and spring semesters), including residents that are below the 2.0 GPA requirement and/or part-time status. Some organizations may require residents to maintain a higher grade point average than the University Housing minimum requirements. In the instance of the organization removing someone due to a low grade point average, the University Housing Office will work with the resident for relocation based on space availability (subject to new rates and occupancy terms).

Residents below the minimum GPA requirement will be allowed to participate in the fall Reapplication process. If the resident's GPA remains below the minimum GPA requirement at the conclusion of the spring semester, the resident must submit an appeal to University Housing for consideration during the designated time frame or the fall assignment will be canceled. All appeal decisions are final. Additionally, these residents are strongly encouraged by University Housing to apply for housing during the summer semester and enroll in summer courses in an effort to increase their grade point averages.

### Behavior

Students are responsible for complying with all policies and regulations as set forth by Southeastern Louisiana University. Before checking into University Housing, students should read and familiarize themselves with the Student Code of Conduct as well as the

policies and regulations outlined in the University Housing Resident Guidebook. The Student Code of Conduct can be viewed at [southeastern.edu/code](http://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. The University Housing Resident Guidebook can be viewed at [southeastern.edu/housing](http://southeastern.edu/housing).

Students are expected to conduct themselves in a manner which supports the educational mission and functions of the University, as well as to comply with all federal, state, and local laws, and all applicable University policies.

The University does not attempt to define by normal rules every action that is forbidden. In situations not covered by specific regulations or policies, a student should use common sense and be sure that their conduct is, at all times, consistent with that expected of a mature, responsible individual who has high ethical standards.

It is each student's responsibility to keep informed and comply with the Student Code of Conduct, the University Housing Resident Guidebook, and other published rules and policies.

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.

## Damage/Release Of Liability

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

## Right Of Entry

University officials have the right to enter the assigned space without written notice when the University has reasonable cause, including, but not limited to the following:

- A. An immediate threat to the health, safety or property of student, or other occupants;
- B. Routine or other maintenance/pest control;
- C. Health or safety inspection; and
- D. To close or secure the space.

## Loss/Abandonment Of Property

### 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](mailto: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](mailto: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.

## 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 the University Housing Office.

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 the University Housing Office 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.

It is highly recommended for residential students to purchase renter's insurance. 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. Refer to our website resource on renter's insurance at [southeastern.edu/housing](http://southeastern.edu/housing) > Resident Information > "Renter's Insurance" link.

## Interruption of Service

In the event that services are interrupted, maintenance personnel shall make an effort to restore operations. Partial refunds of housing fees are not made for suspension of services.

## General Policies

1. Authorized University personnel may enter, inspect and make such repairs to the assigned space as the University may reasonably desire at all times.
2. Residents who register as part-time status or drop to part-time status must secure written permission from University Housing to reside in the residence hall. As stated in Section 2, dropping to part-time status shall not terminate this agreement.
3. Rooms are only to be occupied by residents assigned by University Housing. If a resident allows anyone else to move into or stay in another room or bed in the assigned room, the resident may be charged additional fees and/or face disciplinary action.
4. While this agreement is in effect, the resident will be required to meet all financial obligations of this agreement, and with the University. It is the resident's responsibility to pay charges, including but not limited to room, meal plan, and damage charges, according to the tuition and fee schedule published in the General Catalog.
5. Residents must have a zero balance or sufficient anticipated aid (scholarships or financial aid) posted to their Workday account in order to check into their assignment.

## Winter Break Schedule

Temporary or interim housing is not available during the two week university closure between the fall and spring semesters. The only housing options that remain open during this time are Southeastern Oaks, Student Conduct Southeastern Louisiana University has charged the Office of Student Advocacy and Accountability with the responsibility of administering the Student Code of Conduct. The Vice President for Student Affairs, or designee, is

responsible for ensuring that the administration of the Student Code of Conduct is carried out fairly and impartially. 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](http://www.southeastern.edu/reportit) by any member of the University community. Always call the University Police at 985-549-2222 or 911 in the case of an emergency, and Taylor Hall. Students must be assigned to one of these residence halls for the fall semester in order to remain on campus during Winter Break. Residents in other areas will receive instructions prior to Winter Break on how to prepare their room for the halls to be closed.

## Credits

### Room Credit Policy

Refunds, once approved by the Controller's Office, may take six weeks or more to process. Housing charges are considered part of the University fee schedule; therefore, the University will not refund fees if a balance remains on a student's account.

### Prepayment Fee Credits

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

- The applicant submits, in writing, a request to cancel the application PRIOR to June 15th for the fall and November 15th for the spring.
- For summer applications, there is a \$50 non-refundable late fee applied after May 15th.
- The applicant is not offered an assignment by the 15th class day of each semester (full summer session – eighth class day).

### Room Credits

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

No credits or prorated credits are given for disciplinary removal from the on-campus residence.

No credits are given to students who check out of their assigned space prior to the end of the semester.

## Cancellations

- A. Application - If an applicant chooses to cancel their completed housing application, then requests to reinstate their application after the start of a wait list, the student forfeits any credits of the processing fee and prepayment which may be due if they subsequently cancel their application.
- B. Assignment - If the resident chooses to cancel a housing assignment after checking into the appointed space, but remains enrolled in classes, the resident is not eligible for a credit of any of the room charges (processing fee, prepayment, or room fee).
- C. Returners – If the resident chooses to cancel a housing assignment after the December checkout deadline, but prior to the first day of spring classes, the resident will be charged a minimum of the daily room rate, improper checkout fee, and the mid-year buyout fee (if applicable).

All cancellations must be submitted in writing using the cancellation form on the University Housing website under Resident Information > Housing Documents. University Housing will not process a verbal request to cancel. Once University Housing receives the resident's request to terminate the agreement, the student has 48 hours to vacate the residential facility. The student must return all assigned keys and follow appropriate checkout procedures. Failure to do so may result in additional charges as outlined in the Summary of Potential Mid-Year Buyout Fees/Late Check-Out Charges below.

## Mid-Year Cancellations/Buyout Fee



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

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

Summary of Potential Mid-Year Buyout Fees & Late Checkout Charges		
Buyout Fee	\$750.00	Fee assessed to any student who remains enrolled in spring classes.
Improper Checkout Fee	\$250.00	Fee assessed if the student is not checked out by the Friday prior to fall commencement.
		Fee assessed if student cancels after fall commencement.
Daily Room Rate	Based on Current Room Rate	Assessed for each day students are not properly checked out beginning January 1.
Student Belongings Storage/Disposal Fee	See Abandoned Property Policy for breakdown	Items stored for a maximum of 10 business days.
Lost Room Key	\$50.00 Per Key	-
Damages	Determined by Housing Staff	Students may appeal any damage charge(s) by submitting a request in writing via email to <a href="mailto:universityhousing@southeastern.edu">universityhousing@southeastern.edu</a> .

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.

## Acceptance of University Housing Terms & Conditions

Because you are under 18 years of age, you must have your guardian print this page, review the following statements, sign and date below, and upload a copy via the upload link or print and mail to University Housing, SLU 10704, Hammond, LA 70401.

By signing below, I acknowledge that I have reviewed the University Housing Terms & Conditions, have had sufficient time to review and seek explanation of the terms and conditions, have carefully read them, and agree to be bound by them. I agree to 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.

My signature also indicates that I acknowledge the following statements:

- I acknowledge 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 canceled, in writing, by the following deadlines: June 15 for the fall, November 15 for the spring.
- I acknowledge that this is an Academic Year agreement (August through May). If the student does not return to University Housing for the spring semester of this agreement term, a \$750 buyout fee is assessed.
- I acknowledge that the submission of an online application is 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. The student also acknowledges that, if assigned, if their room/apartment 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/apartment is occupied at less than maximum capacity the resident(s) understand that they may receive a new roommate(s) in order for the room/apartment to be fully occupied. University Housing may not be able to provide advance notice.

Student Name: \_\_\_\_\_

Student W Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

