

# **Resident Guidebook**

## **2011-2012**



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**SOUTHEASTERN**

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LOUISIANA UNIVERSITY  
UNIVERSITY HOUSING

# TABLE OF CONTENTS

|   |    |
|---|----|
| Welcome .....   | 2  |
| Mission Statement.....  | 2  |
| University Housing .....  | 2  |
| University Housing Staff .....  | 3  |
| <i>Area Coordinators</i> .....  | 3  |
| <i>Resident Assistant</i> .....   | 3  |
| Hall Council .....  | 4  |
| <i>Residence Hall Association</i> .....                                     | 4  |
| State Board Policies .....  | 4  |
| Application.....  | 5  |
| Part-Time Student Information.....  | 6  |
| Academic Standards.....   | 6  |
| Spring Intent Process & Mid-year Contract Cancellation .....                | 7  |
| Reapplication Process for the Following Year .....                          | 7  |
| Refund Policy.....  | 8  |
| Housing Assignments .....   | 8  |
| Resident Check-in.....  | 9  |
| Residence Hall or Room Change Request .....                                 | 9  |
| Winter Break Schedule .....   | 9  |
| Resident Check-out.....   | 10 |
| Dismissal and Resigning from On-Campus Housing .....                        | 11 |
| Renter’s Insurance .....  | 11 |
| Proper Room Care and Building Policies .....                                | 11 |
| Policies and Regulations .....  | 14 |
| <i>Additional Policies for Organizational Housing (Greek Village)</i> ..... | 17 |
| Southeastern Standards of Conduct .....                                     | 18 |
| <i>Disciplinary Action for Resident Students</i> .....                      | 18 |
| <i>Student Conduct Process</i> .....  | 19 |
| Damages & Maintenance Repairs (Call FIXX) 549-3499.....                     | 20 |
| Security/Safety .....   | 21 |
| <i>North Campus Entrance Gates</i> .....                                    | 21 |
| <i>Bicycle Security</i> .....   | 21 |
| <i>In Case of Fire</i> .....  | 22 |
| <i>Hurricane Safety on Campus</i> .....                                     | 23 |
| Helpful Hints about Your Roommate(s).....                                   | 24 |
| Receiving Mail On-Campus .....  | 25 |
| <i>Building Physical Addresses</i> .....                                    | 25 |
| Other Information (Housing Contact Info, Campus Numbers).....               | 26 |

## **WELCOME**

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**Welcome to on-campus living, a new and exciting way of life!** Through informal programs and special activities, University Housing provides students with a living, learning experience. You will develop many meaningful friendships, find study partners enduring the same hardships, experience differing value systems and roles, and broaden your knowledge of the world around you. This information represents an overview of the rules, policies, and regulations for all students residing on Southeastern's campus. There are many points of interest omitted, so residents are encouraged to direct any questions to the Housing Staff, refer to the university website, check your university email account daily, pay attention to notices posted in the residence halls, organizational houses, and apartment common areas, and other university publications; Lion's Roar, Student Handbook, and University Catalogue.

## **MISSION STATEMENT**

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Our mission is to provide a quality living environment for our residents which will enhance their educational, social, and personal growth at the most reasonable cost, while providing friendly and efficient service in our safe and well maintained facilities.

## **UNIVERSITY HOUSING**

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

University Housing facilities are comprised of ten residence halls, organizational houses, and Southeastern Oaks apartments. These facilities house approximately 2,300 students.

Our contemporary residence hall facilities provide state-of-the-art amenities; including climate control, internet, cable television, moveable furniture, and some rooms come with telephone landlines. Zachary Taylor Hall, our traditional residence hall, features climate control, telephone landlines, internet, and cable television. Our organizational houses are offered to campus recognized Greek organizations, and all feature an organizational parlor, climate control, internet, and cable television. Southeastern Oaks apartments house upper-class students who have completed 30 credit hours of course work and maintain a minimum 2.3 GPA. Two or four bedroom options are available, all featuring fully functional kitchens, climate control, internet, and cable television. All residential facilities come furnished and all residential facilities are NON-SMOKING, including the perimeter of the facilities.

Public areas of the residence halls are maintained daily by contract custodians to ensure a clean environment; students are encouraged to assist with helping to keep their home litter free.

All facilities are supported by the University Physical Plant Services for maintenance problems. Students may report maintenance problems to a 24-hour phone line as well as reporting emergencies to University Police 24/7.

Internet and telephone problems should be reported to Basic Computer Services at extension 8324. Report problems Monday through Thursday. If you call from a cell phone or off campus call (985) 340-8324.

University Housing effectively meets the educational, emotional, and personal needs of its residents through a myriad of residence life programs offered throughout the year, as well as a variety of activities and lectures provided through the Division of Student Affairs and various academic departments. The philosophy, goals, objectives, types of programs, and performance standards for all activities and programs are conducive to the growth and development of the student.

## **UNIVERSITY HOUSING STAFF**

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The University Housing Staff consists of professional administrative staff and student staff, supported by maintenance personnel, custodians, grounds keepers, and the resources of the entire university community.

### **AREA COORDINATOR**

The Area Coordinator is a full-time professional staff member in the Department of University Housing. The Area Coordinator is responsible for the management and supervision of multiple residential areas including all student staff (Hall Directors and Resident Assistants) assigned to those areas. Their role is to ensure that the day-to-day operations of their residential communities are conducive and supportive of the educational goals of each resident.

### **RESIDENT ASSISTANT**

The first staff member you will meet will most likely be your Resident Assistant (RA). There is an RA assigned to each residence hall floor, as well as spread throughout the buildings in Southeastern Oaks apartments and the Greek Village; and he or she is there to aid you whenever possible. Each RA is selected for leadership, experience, training, scholarship, and desire to help students. The RA is usually an upperclassman or a graduate student who is familiar with the campus and our on-campus residences. Each RA is responsible for approximately 40 resident students.

As a member of the Housing Staff, the Resident Assistant has a variety of responsibilities. Your Resident Assistant serves as a great resource person to direct you to professional staff for further assistance with specific challenges you may face as a student.

The RA is responsible for working with the Hall Director, Area Coordinator, and University Police in developing an effective method to address and help all residents adhere to floor, hall, and university regulations.

## **HALL COUNCIL**

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Hall Council is the student-lead leadership and governance of all on-campus housing facilities. All residents are automatically members of Hall Councils, but participation is voluntary. Elected Hall Council officers will serve during the Fall and Spring semesters, and must maintain a minimum 2.5 GPA. Beginning freshmen may run for office and must meet the minimum GPA requirement after his/her first semester. Hall Council elected officer position varies based on community needs across campus. Some positions offered may be:

- President – responsible for conducting Hall Council meetings and meetings with the Director of Housing
- Vice-President – also serves on the Residence Hall Student Conduct Board
- Secretary – keeps minutes of Hall Council meetings and serves on the Campus Dining Advisory Board
- Communication Coordinator – responsible for scrapbooking, event marketing, operation of any on-line communication (i.e., Facebook, etc.), assistance with the University Housing newsletter and other forms of communication to the residents.

Hall Council comes together to help plan large activities for students living on campus; making Southeastern a welcoming and vibrant place to live! Contact University Housing or any staff member if you are interested in being a part of Hall Council.

## **STATE BOARD POLICIES**

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

Students who are residing with parents, legal guardians, close relatives (defined as grandparents, married brother, married sister), or hardship cases as established by the Board of Trustees for State Colleges and Universities may be exempt from the on-campus residency requirement. Forms for making application for consideration of exemption from the on-campus residency requirements may be obtained from the Office of the Vice President of Student Affairs. Forms must be returned to the Assistant Vice President 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 male or female student is granted permission to reside off-campus, the University assumes no responsibility for the living arrangements and supervision of that student.

## **APPLICATION**

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Only regular enrolled, full-time, unmarried students are eligible to live on campus without special permission. Students not enrolled as full-time may be granted special permission from the Director of University Housing to reside on campus.

With the exception of new freshmen, residents must have a 2.0 overall GPA at the time of application to the residence halls and organizational housing. All residents must retain a 2.0 overall GPA to remain in the residence halls and organizational housing. Apartment residents must have a 2.3 overall GPA at the time of application, and must retain a 2.3 overall GPA to remain in Southeastern Oaks Apartments. 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).

Applications for University Housing should be filled out online at [http://www.selu.edu/admin/housing/How\\_to\\_Apply\\_to\\_Hous/index.html](http://www.selu.edu/admin/housing/How_to_Apply_to_Hous/index.html) and must be accompanied by a \$150.00 application fee and appropriate prepayment (\$250 for shared residence hall room, apartment, and organizational housing requests; \$500 for private residence hall room requests) submitted to the Controller's Office at SLU 10720, Hammond, LA 70402. The Controller's Office is located on North Campus in the Financial Aid Building. All applications and payments for residence halls and apartments must be submitted by June 15<sup>th</sup> for the fall semester, November 15<sup>th</sup> for the spring semester and May 15<sup>th</sup> for the summer semester. All applications and payments for organizational housing must be submitted by June 30<sup>th</sup> for the fall term and by the last Friday of fall exam week for the spring term. Applications received after these deadlines must include a \$200.00 application fee along with the appropriate prepayment.

The application fee is a one-time fee as long as the student's application status remains current. During the spring semester, residents in the residence halls and apartments must reapply and submit a prepayment as required for the upcoming fall semester prior to the deadlines for that semester. Reassignment cards not received by the deadline will not be accepted, and the student's application, processing fee, and assignment priority will be forfeited. The student is responsible for submitting a reassignment card and prepayment to the Controller's Office prior to the deadline. Residents living in organizational housing must contact their organizational House Manager for information on how to continue their housing agreement for the next term.

## **PART-TIME STUDENT INFORMATION**

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Only regular enrolled full time students are eligible to live in on-campus housing. Students not enrolled in 12 course hours or who drop below 12 hours must submit a “Permission to Remain in the Residence Hall as a Part-Time Student” form to the University Housing office. (These forms can be obtained from University Housing). If approved, the student will be placed on Residence Hall Probation. Any infractions of the rules and regulations as outlined in the Student Handbook including the Resident Guidebook could result in removal from University Housing.

## **ACADEMIC STANDARDS**

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If a student living in a residence hall or organizational housing drops below a 2.0 overall GPA or 2.0 on 12 hours from the previous semester (2.3 overall GPA or 2.3 on 12 hours from the previous semester for Southeastern Oaks apartment residents), the student may submit a housing appeal to be considered for continued living in University Housing. Academic appeals for University Housing must be submitted to the housing office by 4:30 p.m. on Wednesday, December 14, 2011 for the Spring 2012 semester and by 4:30 p.m. on Wednesday, May 16, 2012 for the Fall 2012 semester. Appeals will not be accepted after the deadline. If the student’s appeal for the spring semester is denied or if the student did not appeal the student will be required to move out no later than the 2nd business day of the re-opening of the University Housing office after the Winter break, but preferably by Thursday, December 15, 2011 if possible. If a student is not checked out by the deadline, the student will be fined \$250 plus a weekly room rate until the student is checked out, and a student’s property may be removed from the assigned residence along with a \$300 disposal fee. The University will not be responsible for any damage or loss of property during the process.

- All housing resident students in the residence halls or organizational housing are required to maintain a 2.0 overall grade point average or must earn a 2.0 GPA on 12 hours or more from the previous semester (2.3 overall GPA or earn a 2.3 GPA on 12 hours or more from the previous semester for residents of Southeastern Oaks Apartments).
- University Housing will notify students via their university email account on the Tuesday following commencement if they failed to meet the academic requirement to remain in housing. However, students are encouraged to log on to their LEONet account to check their grades as early as possible to determine their academic status and how that may impact their campus residency.
- Students who do not meet the academic requirement must submit an appeal to University Housing. Appeals must be received by the housing office on or before the Wednesday following commencement. Appeals received after this date will be denied. Residents living in the residence halls or organizational houses may submit an appeal on-line through the University Housing Website main page, using the link “Housing Appeal Form.” Residents living in Southeastern Oaks apartments need to

submit a request to stay in apartment housing through email to [universityhousing@selu.edu](mailto:universityhousing@selu.edu).

- Students who filed a Housing Academic Appeal will be notified via their university email account on the Thursday following commencement if their appeal was approved or denied. If denied for the spring semester, the student must be completely moved out of their on-campus housing assignment by the Friday following fall commencement, but no later than the 2<sup>nd</sup> business day after the Winter break. 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.

## **SPRING INTENT PROCESS & MID-YEAR CONTRACT CANCELLATION**

**Students living in University housing during the Fall Semester are obligated to remain in housing through May commencement.** During November, ALL residence hall students will be required to submit notification of spring housing intent to University Housing and must be preregistered for the spring semester.

The student is responsible for submitting their spring housing intent via the University Housing Website. Meetings will be held in each residence hall, the Oaks and The Village in November informing residents of the intent process. Residents will be notified of meeting dates and times. When submitting their housing intent, residents must state if they intend to keep their housing application active.

*If a student wishes to be released from the housing agreement at the end of the fall semester*, he/she may submit a request to be released from their housing agreement on or before the Friday before December commencement. A cancellation fee will not be assessed to students who provide documentation and a valid reason for not being able to fulfill their housing commitment during the Spring semester (ex. military service, personal illness, marital status). A cancellation fee of \$750 will be assessed to all other cancellation requests. All students canceling their housing agreement for the Spring semester must be properly checked out of their residence hall room on or before the Friday before commencement. A student may submit a request to be released from their housing agreement between the Monday after commencement and the fee payment deadline. A cancellation fee of \$250 and a weekly room rate will be assessed to students who provide documentation and a valid reason for not being able to fulfill their housing commitment during the Spring semester (see reasons above). A cancellation fee of \$1,000 and weekly room rate until the student has properly checked out of housing will be assessed to all other cancellation requests.

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

Students living in University Housing during the Spring semester will be given instructions on how to reapply for 2012-2013 housing in March or April, 2012. Students will be notified of meeting dates and times where staff will go over the process and give out very important information on how to reapply for housing. All returning students

will be required to go through the reapplication process, as well as submit the appropriate prepayment to the Controller's Office and must be pre-registered for the fall semester. Residents wanting to return to housing must complete the reapplication process, including submission of the prepayment to the Controller's Office, by the Friday after commencement to be given priority over new students. After the above date, but before June 15<sup>th</sup> students will be assigned based on space available. After June 15<sup>th</sup> the student's application is canceled, a new application must be submitted along with the post-June 15<sup>th</sup> application fee (\$200) and appropriate prepayment.

## **REFUND POLICY**

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The housing application processing fee is non-refundable, although it may be transferred to a future semester if the request is made in writing prior to the application deadline (June 15<sup>th</sup> for Fall, November 15<sup>th</sup> for Spring, and May 15<sup>th</sup> for Summer).

The housing prepayment is refundable if the request is made in writing prior to June 15<sup>th</sup> for the fall semester and November 15<sup>th</sup> for the spring semester. After these dates, prepayments are non-refundable and non-transferable.

Payment-in-full is refundable if the request is made in writing prior to the application deadline. After the deadline, payment-in-full is non-refundable unless the student does not register or resigns from the university prior to the close of offices on the fifteenth class day (full summer session-eighth class day) on which regular classes are scheduled. In this case, the student will be given credit as per the fee schedule set by the Controller's Office, less the housing application processing fee. No refund will be made to any student resigning after the fifteenth class day (full summer session-eighth class day). **NO REFUNDS or PRO-RATED REFUNDS are given for DISCIPLINARY REMOVAL from on-campus housing.**

## **HOUSING ASSIGNMENTS**

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Residents are mailed information regarding their housing assignment in early July for the Fall semester; late December for the Spring semester; and late May for the Summer semester. Information found in the housing assignment letters will include the building and room number. Roommate information will be sent out in late July if your roommate granted permission at the time of application for their information to be released.

Males and females will not be assigned to the same room or apartment.

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. Only mutual roommate requests will be honored; both students must request each other on their applications, and both students must fully be admitted to the University.

**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 a student moves from one on-campus residence to another and has a vehicle registered with University Police, the student must verify with University Police that the proper parking decal is being used.

## **RESIDENT CHECK-IN**

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Each resident will be informed of the date, time, and location of his or her check-in to on-campus housing. Rooms may be occupied **ONLY** by students to whom they are assigned. **Rooms may not be sublet to another person.**

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

1. Have the resident fill out a personal data card (PDC).
2. Issue the resident a room key, post office box key (contemporary halls only) and Resident Guidebook.
3. Give the resident a Room Inventory Contract that has been completed by the RA for that building/floor. The resident has 24-hours after signing the contract to contest any damages. After that time, the resident is responsible for the signed contract and all of its terms.
4. Give the resident the yellow copy of the contract, which also lists minimum charges for damages and other pertinent information.
5. File the original in the housing office until the resident checks out of the residence hall.

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

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Residents needing a room change must make a formal request with University Housing through the hall or room change request form, that can be obtained from a Resident Assistant or in the University Housing office in Pride Hall. University Housing will begin honoring requests for room changes after the first week of class each semester; unless such action is deemed critically necessary and vacant space is available on campus.

Students moving from their requested residence hall to another residence hall will not receive any refunds and must pay any difference in room charges before moving. Once fees are paid there are no refunds given (see Refund Policy). A cleaning fee may be assessed if the room is not cleaned prior to moving into another room.

## **WINTER BREAK SCHEDULE**

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All on-campus housing, with the exception of Taylor Hall, Village M, Greek Housing and Southeastern Oaks, will be closed from **Monday, December 19<sup>th</sup>, 2011, to Noon,**

**Monday, January 2<sup>nd</sup>, 2012.** However, 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.

## **RESIDENT CHECK-OUT**

At the end of the Spring semester the Resident Assistant will post a check out schedule for their section:

1. Each resident is responsible for scheduling a check out time with his or her Resident Assistant.
2. The resident will have the room in good order and broom clean before the Resident Assistant arrives to check the room.
3. The Resident Assistant will review the Room Inventory Contract and Personal Data Card (keys) issued during check in and assesses any damages.
4. The Resident Assistant will post damages and any key charges to the Personal Data Card. Both the Resident Assistant and the student will initial by the damage charges and sign the Personal Data Card.
5. The student has 24 hours to contest any damages in writing to the Area Coordinator.
6. **Any resident who does not check out properly during a scheduled time with the Resident Assistant will be charged \$250.00 for improper check-out and will waive any right to contest any damages or additional charges posted to his or her personal data card and university account.**
7. All charges are posted to the student's invoice for the upcoming semester and/or posted to the student's university account. The student may pay these charges during registration or anytime at the Controller's Office – Cashier's Section. Any debt owed to the University must be paid in full before transcripts or grades are released. Your debt may be sent to a collection agency for collection of payment.

### **General Guidelines for Checking Out**

Cleaning:

- Sweep and mop the room (move furniture)
- Dust all furniture and baseboards
- Dust blinds
- Dust furniture tops
- Wipe down inside furniture
- Dust Window Ledges
- Clean the mirrors
- Clean the bathroom, tub, toilet (leave no rings), baseboard, floor, basin etc.
- Remove all trash from the room
- Do not place furniture outside of the room while cleaning, and do not drape any carpets or other items over exterior railings of the residence halls or apartments.

Damage Charges may be assessed to both occupants unless one claims the damage. Damages include, but not limited to; neglect, misuse, use of incorrect or unauthorized cleaning materials, vandalism, etc.

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 check the resident out. The same procedures listed above (1-6) will be followed for a student checking out after the Fall semester.

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

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Students residing on campus who resign from the University prior to the close of the offices on the fifteenth class day (full summer session – eighth class day) on which regular classes are scheduled will be given credit as per the fee schedule set by the Controller's Office. NO REFUNDS or PRO-RATED REFUNDS are given for DISCIPLINARY REMOVAL from the residence hall or residential community.

## **RENTER'S INSURANCE**

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It is highly recommended for resident students to purchase renter's insurance. The University is not responsible for damages (water, mildew, smoke, etc.) or theft of resident student property. In some cases, resident parent/guardian homeowners' policy may extend coverage to room and property in on-campus housing, but we advise that residents check with an insurance agent.

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

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

The contemporary residence halls located in the central part of the campus are monitored by a close circuit video camera system located throughout the public areas, elevators, and parking lots. Video cameras are also installed in the parking lots for the Village and Southeastern Oaks. Occurrences taped and obtained through this video system can and will be used during the University housing conduct/discipline process.

The residential community is a NON-SMOKING community. Smoking is only permitted outside of on-campus facilities, at least 25 feet from all building entrances.

**Climate Control** – Temperature control in your room is very important, if you allow the thermostat settings to be too cold or too hot, these extreme temperatures mixed with the outside weather conditions (hot or cold) and the normal high humidity of South Louisiana can cause various levels of moisture in your room causing water to collect on windows, walls, floors, and your personal property. If this practice is continued, it will cause poor

air quality in your room which may result in mold and/or a musty smell. In addition this excess water will cause damage to the facility and personal property. To avoid this condition, never set your thermostat to maximum heat or cold, do not leave windows and doors open when your unit is running, clean the front of your unit every couple of weeks. The climate control for Zachary Taylor Hall is a central unit for the entire building. When the air conditioner for the building is on, all rooms will have air conditioning. No rooms will have heat until the heat for the building is turned on. University Housing watches weather reports and talks with students that live in the building to determine when to turn the heat and air conditioning on. Each room has a blower unit that can be turned off, set on 'low' or 'high', and does have a thermostat to control temperature.

**Toilets** - Keep your toilet bowl clean, only use *toilet paper*, do not flush miscellaneous items down the toilet; do not use *hand towels, paper towels, brown roll towels*, feminine hygiene products, or any paper or material product other than *toilet paper*. Even with proper use, from time to time your toilet will clog; you may use a plunger or call for maintenance assistance. Maintenance will determine the cause of the "clog" and if it is through misuse, you may be required to pay for damages, servicing, and/or face disciplinary action.

**Room Condition** - You and your roommate should discuss a cleaning schedule to ensure the air quality and hygiene of your room.

- Clean bathrooms with a good household cleaner on a weekly basis and do not allow mildew to buildup (be sure to check around the tub caulking)
- Wipe/dry the tub/shower after every use
- Pick up wet towels and clothing off the floor and allow to dry
- Empty the trash in your room daily - ALL TRASH MUST BE PLACED IN PLASTIC GARBAGE BAGS, TIED, AND DISPOSED OF IN THE GARBAGE CHUTE, TRASH ROOM (IN ZACHARY TAYLOR HALL), OR CARRIED TO THE DUMPSTER FOR YOUR BUILDING. Any trash left in the hallways, landings, or inappropriate left in common areas may result in further administrative action.
- 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
- Avoid using products that release strong odors or contaminants
- OVERALL, KEEP YOUR ROOM CLEAN AND DRY and REPORT ANY PROBLEMS TO YOUR RA IMMEDIATELY!
- Do not leave food sitting out

**Smoke Detectors** – There are smoke detectors in each room for your safety. The smoke detector will beep every few seconds when the battery is low. If this happens, contact the FIXX line to have the battery replaced. If the smoke detector sounds with a **continuous** beep this is an indication that smoke has been detected in the room. Do not attempt to disconnect it, notify University Police immediately. Please inform them if there is smoke or if the room is clear. Tampering with, covering, or disconnecting fire safety equipment

is serious. The student may be charged with fines up to \$500.00 and removal from the residential community.

**Fire Sprinkler System – DO NOT TOUCH or HANG anything on the fire sprinklers;** this will activate them and flood your room along with other rooms. Anyone who is found responsible for causing a sprinkler to discharge will be held responsible for all damages of property in addition to fines up to \$500.00 and removal from the residential community and other possible disciplinary actions.

**Trash Removal** – Trash chutes are located near the elevator of each of the new halls on south campus. You **MUST** place your trash in a plastic bag, tie it, open the trash chute, and insert your trash bag. **ALL TRASH MUST BE BAGGED**, students violating this policy may be fined up to \$500.00 and/or required to perform community service (picking up trash on campus, cleaning the trash room, parking lots, etc.) and placed on disciplinary probation. Do not insert hands, arms, or other body parts into the pathway of the trash chute. If the trash chute is full, bring to dumpster. Please do not place boxes or large items in trash chute. Those items should be brought to the dumpster.

**Ground Fault Interrupter** – To prevent electrical shocks in areas near water sources, (bathroom, kitchen) GFI outlets have been installed. Each outlet that is GFI enabled will have two buttons, a reset and a test. If the outlet trips, a red light will emit. Press the reset button. If the problem persists, contact the FIXX line at 549-3499.

**Wireless Routers -- The use of individual wireless routers is prohibited on the Southeastern Network.** The use of these routers degrades the University network and causes a disruption to other students. The University policy regarding "Responsible Computing at Southeastern Louisiana University" is located at [http://www2.selu.edu/documents/policies/responsible\\_computing.pdf](http://www2.selu.edu/documents/policies/responsible_computing.pdf). This policy "applies to all computer users accessing Southeastern's computing resources, whether affiliated with the university or not, and to all uses of those resources, whether from on campus or from remote locations."

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

This policy also prohibits any activity that would overload the network, or degrade network services. Students who continue to plug in wireless routers will be considered in direct violation of this policy and disciplinary action may be taken.

## POLICIES AND REGULATIONS

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Students are responsible for complying with all policies and regulations as set forth by the University Housing and/or the University. University Housing has a ZERO TOLERANCE policy for certain behaviors. Drugs, weapons, vandalism, fighting, alcohol, and other serious behavior not conducive to the educational mission of the university and residential community will not be tolerated. Students in violation may be immediately removed from on-campus housing. In addition, students are expected to comply with all national, state, and local laws. These policies and regulations state clearly some things students must do and some specific things that students must not do if they wish to remain associated with the University.

University Police and/or the University Housing staff may at any time remove a student from housing. The student will receive a “Notice of Interim Suspension” which removes the student from the residential community and/or university community for an interim period of time awaiting adjudication. The student will not be allowed to return to on-campus housing facilities and/or campus until they have met with a university conduct officer. The student may be required to call someone from outside the University community to escort them off campus.

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

1. Alcohol – Possession, consumption, sale, manufacture, or furnishings of alcoholic beverages in the residence hall or residence hall room is prohibited. Students in violation will be subject to disciplinary action. Students residing in Southeastern Oaks Apartments may possess alcohol in their room dwelling if they are of the legal age to possess and consume alcohol. 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.  
**NOTE: ANY ALCOHOL DETECTED BY PLAIN SIGHT OR SMELL WILL BE Poured OUT, OPENED OR UNOPENED, THE EMPTY CONTAINER WILL BE CONFISCATED AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.**
2. Damages – You, your roommate, and guests will be held liable for damages to your room/apartment and its furnishings. This includes window screens and front doors. The defacement of on-campus property including the grounds surrounding the hall is unlawful; violators may face heavy fines in addition to disciplinary action. Students may be charged on their invoice at registration for damages.
3. Quiet hours will be enforced from 10:00 p.m. to 8:00 a.m. (Louisiana and Livingston Halls are 24-hour quiet halls). During the remainder of the day, students are expected to keep the noise level to a minimum as not to disturb students around them. Fines for noise violations may be assessed. (See Student Handbook).

4. Radios, stereos, and televisions and other electronic equipment shall be used in such a manner as not to disturb anyone. Televisions **cannot** be mounted to the wall.
5. Pets– For health reasons, no animals or pets of any type (including lab specimens) are permitted. Students may have a ONE gallon or less tank for fish only; NO SNAKES, SPIDERS, etc.
6. Visitation Policy
  - A. Overnight Guests
    - i. Invited friends and relatives may be entertained overnight when space is available and arrangements are made with your roommate or suitemate for private rooms.
    - ii. There may be only one (1) guest per resident. That guest is the total responsibility of that occupant. That occupant is to be present along with the guest at ALL times. The resident will be responsible for all actions of his or her guests. The guest is limited to two nights per week and no more than a total of 5 nights per month. All residents of the unit must consent to the guest staying in the unit overnight
  - B. General Guest Policies
    - i. Pride Hall – male visitors must be escorted at all times
    - ii. Zachary Taylor Hall: East side, male visitors must be escorted at all times; West side, female visitors must be escorted at all times.
    - iii. All residential facilities – the resident will be responsible for all actions of his or her guests. The Resident will remain with the guest at all times.
    - iv. Guests must be at least 16 years of age.
    - v. Babysitting is prohibited at all times.
7. Keys - Students will be charged \$50 to replace a lost key. If a student requests a new lock they will be charged \$100 per lock. If you lose a mailbox key you will be charged \$25.
8. Solicitation in On-Campus Housing Facilities – Door-to-door offering, or attempting to sell, merchandise in the residence halls, organizational housing, or apartments is prohibited. Report all strangers and/or salespersons attempting to solicit products to the Area Coordinator, Hall Director, or Resident Assistant. Any organization or individual wanting to post signs in the residential community must have all signs approved by upper University Housing administration.
9. Washers and dryers are for residents use only. Laundry facilities are located in the following halls:
  - A. Washington Hall
  - B. Louisiana Hall
  - C. Hammond Hall
  - D. Zachary Taylor Hall
  - E. Southeastern Oaks Commons Building
  - F. Greek Village
10. Room Inspection/Search – The University reserves the right to conduct announced room inspections for maintenance, inventory, health, and safety. Rooms will be checked at least twice a semester, and more as warranted. The staff will post signs announcing the inspection at least 24 hours in advance. The

University also reserves the right to enter and inspect/search any student's room at any time when cause prevails. During any inspection, search, or entrance into a student's room, any violations, which are in plain view will and can be used against the student for disciplinary action.

11. Authorized University Personnel may enter, inspect, and make such repair to the assigned space as the University may deem reasonable.
12. Bicycles are not to be brought into the rooms or buildings. They are to be parked in a designated bike area outside each building. All students not actively enrolled in the University must remove bicycles from the campus. All bicycles must be removed from on-campus residential areas at the end of the Spring semester or they will be disposed of. The University is not responsible for theft of personal property, including bicycles. Bicycles must be registered with the University Police.
13. Electrical Equipment – Students shall not use any electrical heating appliance (space heaters, as well as kerosene, and propane heaters), cooking (no electrical appliances with exposed element or open flame – toaster, hot plate, etc), or other equipment/appliance (halogen/torch-style lamps), except as furnished or approved by the University.
14. On-Campus Housing Meetings – Mandatory meetings are called at the discretion of the Area Coordinator. Residents are required to attend section meetings and/or special hall meetings. Residents are responsible for information discussed during these meetings. Residents unable to attend these meetings must notify their RA in advance of the meeting. Residents not in attendance are subject to disciplinary action unless excused by the University Housing Staff.
15. Weight-lifting Equipment – Residents will not be allowed to keep weight-lifting equipment (free weights) in the residence hall. Facilities for this activity are furnished in the Pennington Activity Center.
16. Food – All food kept in your room/apartment should be in containers with covers closed to aid in controlling pests.
17. Smoking is prohibited in University residences and within 25 feet of doors, windows, and ventilation inlets. Smokers must stand a sufficient distance from the building to prevent smoke from drifting into the building and into student's living units.
18. Health and Safety – It is the responsibility of each resident to keep his or her room/apartment in acceptable state of cleanliness. The University expects students to regulate their own lives in accordance with accepted standards and good taste. This means that possessions or displays which are inconsistent with accepted standards should not be kept in student's rooms, specifically signs or articles which might have been picked up inappropriately (street signs, etc.) or those in poor taste are considered inconsistent with University policy. Students may not display anything in their window facing the outside of the residence hall/apartment, including any type of window cover other than the blinds that are furnished in the room. Excessive clutter which impedes exit/entry to room should be removed.

19. Incendiary Materials – Candles may not be burned in on-campus housing facilities. The use of incense (a substance that when burned produces an aromatic odor) is also prohibited.
20. Proper use of bathroom facilities - Only toilet paper may be flushed; students are cautioned not to flush any other type of materials as this will cause the toilet to overflow. Misuse may result in fines to the extent of repair and/or disciplinary action. When a male guest visits a female guest or a female guest visits a male guest at Zachary Taylor Hall, the guest must use the lobby restroom and must be escorted at all times.
21. The University reserves all rights in connection with room assignments or termination of their occupancy.
22. The University reserves the right to require a student to share a room with a roommate based on space available.
23. The University reserves the right to move a resident to another room with an assigned roommate if a resident has paid for double occupancy.
24. The University reserves the right to refuse any application for accommodations in the residence halls, organizational housing, or apartment housing.
25. The University is not liable for damage to or loss of personal property or for failure or interruption of utilities. Students are encouraged to provide their own health and personal property loss insurance.
26. Students are responsible for knowing and observing University rules, regulations, and procedures as set forth in official publications, which are incorporated herein and by references made a part hereof.
27. 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.
28. Persons tampering with or misusing equipment will be subjected to disciplinary action and possible criminal action, this includes, but not limited to, telecommunications, computers, etc.
29. Only University approved bed mattresses are allowed in residence halls, organizational housing, and apartment housing due to fire regulations.
30. Students are required to carry their University ID with them at all times and must be prepared to identify one's self when requested to do so by a faculty/staff member or University official (including an RA).
31. Students will be responsible for any and all regulations or policy changes that are put into effect at any time. Students are expected to check their email account, check the university webpage, read the University Catalogue, SLU Student's Guide, Student Newspaper (Lion's Roar), and all notices posted on residence hall's bulletin boards.
32. Cloths, towels, or other items are not to be hung on outside railings. Items left on railings will be thrown away.

### **ADDITIONAL POLICIES FOR ORGANIZATIONAL HOUSING (Greek Village)**

In order to preserve the aesthetics of the grounds and buildings, outdoor equipment/furniture is limited to patio furniture, which must be approved by University Housing.

Garbage and/or trash is to be disposed on a regular basis so as not to create an unsanitary or unsightly condition within house entrances (front and back) and deck areas. Number of garbage cans should be limited to the size of the house, must have a cover, and name of organization. (Garbage cans are not allowed outside, per Fire Marshall.)

Live trees used for decorations, including holidays, are not permitted.

Residents are responsible for the cleanliness of the houses, both inside and out, as well as areas surrounding the house.

**Swapping of rooms and room keys is strictly prohibited.** Students wishing to move to another room, check-out or check-in to Housing must do so through the Housing Office.

Residents are reminded not to prop open doors and keep windows locked, and report to maintenance when windows, doors, and/or locks are not working properly. Window screens are to remain in place at all times.

Residents are responsible for reporting any items not properly working or facility concerns to University Housing through the FIXX IT line.

**General areas outside of the building (ex. under stairs, rear, side, front, etc.) may not be used for storage.** Only patio furniture, garbage cans and approved items may be left outside of the house.

## **SOUTHEASTERN STANDARDS OF CONDUCT**

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All students are responsible for the “Student Conduct Standards and Regulations” as sited in the current year Southeastern Student Handbook. A copy may be obtained from the Office of Student Conduct in the Student Union or accessed through the web at: <http://www2.selu.edu/StudentAffairs/JudicialAffairs/>.

### **DISCIPLINARY ACTION FOR RESIDENT STUDENTS**

The Residence Hall Conduct Hearing Board is responsible for upholding University policies and regulations through the discipline of the students for the purpose of encouraging adaptive behavior in the residence halls. Along with the Conduct Board, the Area Coordinator, the Assistant Director, Associate Director, and Director of University Housing, serve as Housing Conduct Officers and play an intricate part in the discipline of students.

Your Resident Assistant is responsible for the general conduct of his or her assigned section. The student is responsible for knowing all rules, regulations, and policies.

If a student is violating any of the established University or Housing regulations, the RA will issue the student a Written Incident Report. The student will be required to sign the report and will receive a copy of the written report. Depending on the regulation violated and/or circumstances of the situation the student will be issued one or more of the following:

**Written Warning** - The student may meet with Area Coordinator, the policy or procedure at hand is discussed and the student is warned that any further violations of policies may result in further disciplinary action.

**Referral** - The student will be scheduled for a disciplinary conference with the Area Coordinator the next business day. A conduct hearing with the Student Conduct Board and/or other judicial body may follow.

**NOTE: THE UNIVERSITY AND ITS APPOINTED STAFF RESERVE THE RIGHT TO RECEIVE ASSISTANCE FROM THE CAMPUS, LOCAL, AND STATE POLICE. STUDENTS IN VIOLATION OF ANY REGULATION ARE ADVISED TO GIVE THEIR FULL COOPERATION. IN SOME CASES, STUDENTS WILL BE ARRESTED AND BROUGHT TO THE PARISH HOLDING FACILITY UNTIL BOND CAN BE POSTED. FOR MORE INFORMATION SEE THE SECTION ON THE STUDENT CONDUCT PROCESS IN THIS BOOKLET.**

### **STUDENT CONDUCT PROCESS**

Students who violate residence hall policies and university policies and need disciplinary action taken against them may be referred to the Conduct Board for a hearing. Professional Housing or University Staff serve as advisor to the Conduct Board. Also, one student can file charges against another student and the Board will hear the case.

The five objectives of the Board are:

1. To act as a “conduct body” for the University Housing Department in administering due process violations referred to this body.
2. To educate residents on their responsibilities as a member of the on-campus community.
3. To prepare residents in their role as citizens to meet the responsibility of being accountable for their action.
4. To provide a hearing body composed of one’s peers who are aware of the needs and problems of residents at the student level.
5. To provide leadership opportunities for students serving on the Conduct Board as well as to allow the individual and the student body a voice in the University decision-making process.

The primary focus of these objectives is to enhance growth of the individual in on-campus housing, at the University, and in the Community. A structured format is followed while conducting a hearing. All sides are allowed to present their case and are

questioned by the Board. After the case is presented, the Board will vote on whether the student is responsible or not responsible. If not responsible, no sanctions are taken against the student. If responsible, disciplinary sanctions are given to the student. Depending on the seriousness of the offense, sanctions can range from a Letter of Reprimand, Community Service, Probation, and/or removal from on-campus housing. The Board can also recommend to the Director of Student Conduct that the student be placed on disciplinary probation or suspended from the University.

The students who serve on the Conduct Board take their position very seriously. They want to insure that on-campus housing provides an environment that is safe and conducive to studying.

## **DAMAGES & MAINTENANCE REPAIRS (CALL FIXX) 549-3499**

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Since Southeastern Louisiana University Housing is operated on a self-sustaining basis, charges must be made for damage to furniture, equipment, window screens, front doors, etc. Each student is to sign a room inventory form acknowledging receipt of all property assigned to him in the room. The resident is responsible for the general condition of the room and its equipment, including loss and damages. Charges for loss of equipment and damages to or defacement of any area in common use such as lounges, recreation rooms, corridors, or bathrooms may be assessed equally against residents of the area if the responsible party or parties are not located. All damages should be reported at once to hasten repairs and prevent further damage.

In the event of a maintenance problem, (ex. lights, AC/heating unit, plumbing, etc.), please call the FIXX LINE (549-3499) or visit [www.selu.edu/admin/phys\\_plant](http://www.selu.edu/admin/phys_plant) and click on Fix It Request.

Physical Plant maintains a database of all submitted requests including ticket number, date and time request submitted, craft assigned to, work to be performed, date completed and person completing the request.

Weekly reports listing the requests called in and the requests that were completed are given to the Area Coordinator of each residential area. The Area Coordinator keeps a log of all requests submitted for their buildings/halls. Once the request is completed, the Resident Assistant goes to the room to see if it was completed in a satisfactory manner.

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

- Cable TV not working
- Laundry facility problems
- Custodial issues (including mold problems)
- Pest control issues
- Electronic door access not working

*If the Internet is not working, please call (985) 340-8324.*

*\*\* The internet jack is the red jack in your room and is larger than the telephone jack.*

*Phone lines are only available in ADA compatible rooms.*

## **SECURITY/SAFETY**

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The best security measure for students is to keep their doors locked at all times, especially when occupants are out, sleeping, or even down the hall. Before opening the door, students should ask visitors to identify themselves. Window blinds or draperies should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place. **Clothing should never be left unattended in a laundry room.** Also, clothing should be marked distinctively some place other than on labels. Anything that has a serial number should have the number recorded. Thefts, no matter how small, should be reported as soon as possible to your Resident Assistant, Hall Director, or Area Coordinator.

When entering or exiting a residence hall or organizational house, at no time should students allow anyone else to enter the building. All persons entering the residence hall must use their own ID (where swipe access is available) or key (Zachary Taylor Hall).

All of the Residence halls (except Zachary Taylor and building M) will require you to use your Southeastern ID to enter the building. Your key will give you access to your room door, but not entrance to the building.

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.

### **NORTH CAMPUS ENTRANCE GATES**

There are entrance gates at Southeastern Oaks/Greek Village. When the gates are in the down position, residents must swipe their Southeastern ID to gain access into the parking area. All persons following another car in without swiping their ID will be subject to a fine and/or disciplinary action. Persons responsible for damage to the gate are subject to a minimum \$250 fine and/or disciplinary action.

### **BICYCLE SECURITY**

Tests by University Police have shown that bolt cutters can cut through the average lock and/or chain in just a few seconds. Bicycles are not allowed on the balconies in Southeastern Oaks. **All bicycles must be registered with University Police. All bicycles must be removed at the end of the Spring semester or they will be disposed of.**

### **IN CASE OF FIRE**

Students should familiarize themselves with evacuation plans as posted in all on-campus residences. An escape route is posted by elevators and other common areas. When residents are requested to evacuate a building, it is taken seriously, the lives of residents and staff may be in jeopardy. Residents and their guests are to give their full cooperation.

**BE PREPARED, LOCATE THE PLACEMENT OF FIRE EXTINGUISHERS IN THE RESIDENCE HALLS, ORGANIZATIONAL HOUSES, AND APARTMENTS AND KNOW THE EVACUATION ROUTE BEFORE YOU NEED IT. EVACUATION DIAGRAMS CAN BE FOUND NEXT TO THE ELEVATORS AND OTHER COMMON AREAS.** Residents may evacuate their building anytime the fire alarm is sounded or the University Housing Staff request the building to be evacuated, i.e., bomb threat, gas leak, fire, etc.

Upon hearing the fire alarm, all students must immediately exit the building following the evacuation diagrams mentioned above. Once outside, all students should group together following the directions of the staff. Students must remain outside until the staff has determined that it is safe to return to the building. If the student does not leave the building at the request of Housing Staff, appropriate disciplinary action will be taken. If at any time University Police is called to remove a student from the building that student will be issued a referral and face possible dismissal.

**If You Discover a Fire:**

1. Call University Police x2222
2. Pull the nearest fire alarm; call out as loudly as possible: Fire! Fire!

**When the Alarm Sounds:**

1. Leave your room, close your door, and evacuate the building according to the fire evacuation plan.
2. Stay away from the building until instructions are given to return.

**If You Are Trapped In Your Room:**

1. Keep the door closed.
2. Seal cracks around the door with tape, clothes, sheets, etc.
3. Open windows slightly if there is no smoke outside.
4. Tie a wet cloth over nose and mouth to aid breathing.
5. Signal rescuers by waving a sheet or clothing out the window, or telephone for help.

If clothing catches on fire, STOP, DROP, AND ROLL! Don't run. Drop to the floor and roll out the fire. Drop and roll someone else on the ground or use a rug, coat, or blanket to smother flames. Cool the burn with cold water. Get prompt medical attention.

Fire extinguishers are located in strategic points in all on-campus residences. If they are used for things other than fires they may not be available when needed. **PERSONS TAMPERING WITH OR MISUSING FIRE EQUIPMENT WILL BE SUBJECTED TO DISCIPLINARY ACTION AND POSSIBLE CRIMINAL ACTION.**

Be aware of potential fire hazards. Room decorations should be limited to non-flammable materials.

Use appliances carefully. Don't leave heat-producing appliances unattended; unplug when not in use and let cool before storing. Don't cover ventilation openings on televisions, stereos, and radios. Never plug a heavy appliance into a lighter extension cord.

### **HURRICANE SAFETY ON CAMPUS**

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

#### ***When to Evacuate***

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

#### ***Evacuation Procedures***

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

In the warning stage:

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

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

Students residing off campus are advised to leave with a neighbor, friend, or family member the address and telephone number of the intended evacuation location. If you

have questions about the campus being closed or an ordered evacuation, speak with a student housing staff person, or call the University Police Department (985-549-2222)

### ***Weather Information***

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

## **HELPFUL HINTS ABOUT YOUR ROOMMATE(S)**

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Here are a few facts about rooming with someone. There is no guarantee that these will enable all roommates to live in peace but keeping them in mind certainly couldn't hurt.

1. Sit down with your roommate sometime during the first couple of days at school and decide what you will do about the following:
  - Who sets and turns off the alarm clock?
  - Anticipated bedtimes.
  - Do either of you require total darkness and quiet to go to sleep, or can the light be on?
  - Do you study best with a radio or TV on or off?
2. Make a written agreement as to who cleans what and when. Divide up all the cleaning responsibilities. If someone isn't doing his or her part, don't wait around for a change, talk to him or her as soon as possible. Don't demand or write notes complaining. These actions promote hard feelings and increase problems instead of solving them.
3. Determine what the visitor situation is like. If you have a roommate with friends who stay up late or who party all the time when you like to study, you may be in a bad situation. Consider your roommate and find out his or her feelings about when and what time a visitor is welcome.
4. Find out your roommate's feelings about loaning his or her things to other people including you. These things can include stuff like clothes, money, hair dryers, stereos, cars, etc. Some roommates don't mind loaning things to their roommates, but do to other people, find out. Let your roommate know your feelings too.
5. **Communication is the key.** Always strive to keep the lines of communication open between you and your roommate. Chances are pretty good that if something about the living situations is bothering you, it's also bothering your roommate, talk about it. Be tactful when you talk to him or her. Remember your roommate is human too. You need to spend time with your roommate and get to know him or her. This could assist you when problems arise. It might help if you have the same major. See what your common interests are and build on them.
6. Respect your roommate. He or she is an individual as you are. Not everyone is alike and does things the same way.
7. Have other friends and get involved in some activities that are interesting and pertinent to you. Don't depend on you roommate to supply your every emotional and social need.

8. Finally, realize that you are sharing; if one person tries to make things conform to his or her own lifestyle, it usually causes bad feelings and antagonistic attitudes. Think of your roommate and yourself as a household and set up conditions in which everyone can live comfortable. If problems develop between you and your roommate that you can't seem to solve, go see your Resident Assistant, Hall Director, or Area Coordinator before you completely lose your cool or give up. These people have had experience with such situations and will be glad to work with you and your roommate on a solution. Don't let problems go until too much ill feeling has developed. Believe it or not, most problems do have solutions.

## **RECEIVING MAIL ON-CAMPUS**

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Students may receive mail in the residence halls through an assigned postal box in the contemporary residence halls. For residents in Zachary Taylor Hall, the Greek Village, and Southeastern Oaks Apartments, a Post Office box from the Southeastern Post Office located in room 103 of the Student Union may be rented on a semester basis. The University Housing office does not accept mail or other deliveries (ex. FedEx, UPS, etc.) for residents. If you are receiving mail in your residence hall your P.O. Box would be SLU 1Box number. Please make sure to include a one (1) before your box number,

### **Residence Hall Physical Addresses**

Building M: 2025 N. General Pershing  
Hammond: 1217 Infirmary Drive  
Livingston: 1317 SGA Dr  
Louisiana: 1315 SGA Dr  
Pride: 1301 SGA Dr  
St Tammany: 1501 SGA Drive  
Tangipahoa: 1215 Infirmary Drive  
Taylor: 1303 SGA Dr  
Washington: 1503 SGA Drive  
Zachary Taylor Hall: 1150 N General Pershing

### **Southeastern Oaks**

Building 1: 2051 N General Pershing  
Building 2: 2063 N General Pershing  
Building 3: 2061 N General Pershing  
Building 4: 2059 N General Pershing  
Building 5: 2057 N General Pershing  
Building 6A: 2055 N General Pershing  
Building 6B: 2053 N General Pershing

### **Greek Village**

Building B: 2003 N General Pershing  
Building C: 2005 N General Pershing  
Building D: 2007 N General Pershing

Building E: 2009 N General Pershing  
Building G: 2013 N General Pershing  
Building H: 2015 N General Pershing  
Building I: 2017 N General Pershing  
Building J: 2019 N General Pershing  
Building K: 2021 N General Pershing  
Building L: 2023 N General Pershing

## OTHER INFORMATION

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### **Housing Office Contact Information**

University Housing

Southeastern Louisiana University

SLU 10704

Hammond, LA 70402

Office location: Pride Hall

Phone: (985) 549-2118

Fax: (985) 549-5118

Web site: [www.selu.edu/liveoncampus](http://www.selu.edu/liveoncampus)

Email: [universityhousing@selu.edu](mailto:universityhousing@selu.edu)

Hours of operation: 7:45 a.m. – 4:30 p.m. Monday through Friday

### **VISIT US ON FACEBOOK:**

[www.facebook.com/pages/Southeastern/University/Housing](http://www.facebook.com/pages/Southeastern/University/Housing)

### **Important University Phone Extensions**

Admissions – 5610

Campus Dining – 2286

Campus Information - 2000

Financial Aid – 2244

FIXX – 3499 (Maintenance Requests)

University Counseling Center – 3894

University Housing - 2118

University Police - 2222





# ZERO TOLERANCE POLICY

**NO drugs, alcohol, or weapons**



The use and/or possession of any drugs, alcohol, or weapons in any on-campus residential facility or parking lot will call for sanctions that may include removal from the University.

NO refunds to students dismissed for disciplinary reasons. Refer to this Guidebook for additional infractions that may jeopardize your standing as a resident on campus.

**IT IS UP TO YOU TO KEEP OUR  
RESIDENTIAL COMMUNITY  
CLEAN AND SAFE!**