

FAYARD HALL



DIVISION OF STUDENT AFFAIRS

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs enhances growth of Southeastern students and fosters pride in the institution through the provision of superior campus services, meaningful opportunities for student development, and maintenance of a safe campus.

PROJECT SAFE CAMPUS

An initiative sponsored by the Division of Student Affairs to educate and heighten student awareness regarding issues of overall personal safety thereby encouraging students to “be smart and be safe.”

Vice President for Student Affairs

Location: Dyson Hall Room 126; Phone: (985) 549-5250

- Represents The Division of Student Affairs and the Public Information Department on the Presidents Executive Council.
- Is responsible for the planning, development, coordination, review, and administration of all areas of student services.
- Works as liaison with the student affairs professionals of the University of Louisiana System and with national student personnel organizations.
- Communicates vision and trends relating to student affairs.
- Works collaboratively with campus and community groups to achieve the goals of the University.



The Division of Student Affairs is committed to providing students with activities outside of class that enhance both personal growth and academic achievement.

Student Development

Location: Student Union Room 202; Phone: (985) 549-3792

- Manages the Registration of Activity forms, and the electronic calendar
- Manages policies on alcohol, food and signs, off-campus visitation, academic enhancement for Student Affairs and the Lyceum Arts and Lectures Committee.
- Oversees Leadership Development/ Student Activities, Multicultural/ International Student Affairs, and Student Organizations/ Greek Life.
- Also oversees Recreational Sports and Wellness, and the Student Government Association. For more information, visit www.selu.edu/StudentAffairs/StudentDevelopment



Mocktails, sponsored by the Office of Student Development, provides alcohol-free activities for students.

Campus Activities Board (CAB)

Location: Student Union Room 110; Phone: (985) 549-3805

- Provides a direct avenue to an exciting variety of entertainment.
- Plans outdoor activities including Strawberry Jubilee and Gumbo Ya Ya, as well as lectures from prominent speakers.
- Sponsors Miss Southeastern Pageant, Southeastern Star, Southeastern Music Fest, and numerous special events.

Leadership Development

Location: Student Union Room 110; Phone: (985) 549-2233

- Helps students discover and develop their leadership abilities.



The Miss Southeastern Pageant is sponsored by the Campus Activities Board each Spring.

- Offers unique opportunities for students on all levels of leadership training.
- LEAD Retreat offers students the opportunity to hone their leadership abilities in a fast-paced, result-oriented conference that brings together students and staff from a variety of backgrounds and needs.

Career Services

Location: Student Union Annex Room 241; Phone: (985) 549-2121

Offers the following Career Counseling and Job Placement Assistance services to all juniors, seniors, graduate students, and alumni:

- Career Counseling—individual career counseling sessions; career interest and personality assessments; resume and cover letter assistance; interviewing and job search assistance and on-line career resources.
- Job Placement Assistance—on-campus interviews; resume referral service; job vacancy notices; on-site & virtual career fairs. Upload your resume into eRecruiting to get started and find your future!
- Need a job while you are in school? Our Student Employment Service assists any currently enrolled Southeastern student with finding part-time, temporary, and full-time jobs, as well as internship opportunities. For more information, visit www.selu.edu/StudentAffairs/CareerServices



The Career Fair allows students to interact with employers and start the job search process before graduation.

Disability Services

Location: Student Union Room 203; Phone (985) 549-2247

- Ensures equal opportunity for all qualified students with disabilities, without regard to disabilities, in the programs and services provided by the University in accordance with applicable law and University Policy.
- Student must self-identify through the Office of Disability Services in order to request course accommodations.
- Course accommodations include such things as extended test-taking time, being allowed to record lectures, etc.
- Medical documentation to substantiate the claim of a disability must be submitted as part of the self-identification process.
- Individual letters for instructors outlining the student's accommodations will be provided upon timely request from a student who has properly self-identified.
- It is the student's responsibility to self-identify with the Office of Disability Services and to request accommodations each semester.
- For more information, please visit www.selu.edu/StudentAffairs/DisabilityServices

Judicial Affairs

Location: Student Union Room 204; Phone: (985) 549-2213

- Oversees and administers the University discipline process.
- The mission of Judicial Affairs is to support and enhance the University's mission and core values by promoting a just, safe, orderly, civil, and positive University environment through conduct standards, disciplinary processes, training, and intervention efforts.
- Visit www.selu.edu/StudentAffairs/JudicialAffairs for more information.

Multicultural/ International Student Affairs

Location: Student Union Room 112; Phone: (985) 549-3850

- Creates a campus environment that encourages student diversity and helps each student grow personally and academically.
- Offers programs to assess and meet the needs of our multicultural and international students, to help them adjust to campus life and enjoy a successful college career.
- Some programs offered include Minority Orientation Seminar, Let's Get Acquainted, Project PULL Peer Mentor Program, Black History Month Celebration, African-American Achievement Awards, Multicultural Holiday Celebration, Connections Host Program, International Education Week, and Airport Pickups for International Students.
- Visit www.selu.edu/StudentAffairs/MISA for more information.



Students, faculty, and staff participate in the annual Martin Luther King, Jr. Candlelight March, sponsored by the Office of Multicultural/ International Student Affairs.



DSA

The Pennington Student Activity Center offers numerous ways for students to keep fit and enjoy spending time with friends working out.

Recreational Sports and Wellness

Location: Pennington Student Activity Center and North Oaks Park:

Phone: (985) 549-2144

- Provides opportunities for all students, faculty, staff, alumni, and their families to participate in wellness programs and scheduled competitive activities in the 82,000 sq. ft. Claude B. Pennington, Jr. Student Activity Center.
- Houses informal drop-in recreation by providing an 11,000 sq. ft. fitness room with state of the art equipment, an elevated track, a 28,000 sq. ft. arena area hosting 4 basketball, 4 volleyball, and 6 badminton courts. There are 2 racquetball courts, 2 meeting rooms, 2 multi-purpose aerobic rooms, and locker rooms with sauna included. A wellness suite is provided along with access to the kinesiology pool during specific hours.
- Oversees organized sports clubs like rugby, soccer, and volleyball.
- Offers fitness classes such as spin classes, yoga, kickboxing, step, cardio and water aerobics. For more information, visit <http://www.selu.edu/StudentAffairs/RecSports>

Student Organizations/Greek Life

Location: Student Union Room 111; Phone: (985) 549-2120

- Provide students with the opportunities to integrate experiences and knowledge from the classroom with everyday experience of living and working in a society with people of varied cultures, interests, ideas, and values.
- Is an extension of the classroom and an important part of the total educational program that offers membership in approximately 95 student organizations. Please call, visit our office or check our website at www.selu.edu/StudentAffairs/SOGL

Social/Service Fraternities, Sororities, Panhellenic, Pan-Hellenic and Interfraternity Council Organizations

- Serves as a resource center for more than 600 Southeastern students who choose to affiliate with one of the 20 fraternities and sororities recognized by the University. In order for social fraternities and sororities to secure and maintain University recognition, they must be members of the Interfraternity Council (IFC-fraternities), Panhellenic Council (sororities) or Pan-Hellenic Council (NPHC groups).



Greek organizations sponsor numerous events for students throughout the year including Greek Games.

Student Government Association

Location: Student Union Room 207; Phone: (985) 549-2296

SGA provides many activities and benefits to the students and organizations of Southeastern, including:

- **ORGANIZATIONAL GRANT PROGRAM**—allows registered Southeastern student organizations to apply for grants to fund special projects.
- **STUDY ABROAD SCHOLARSHIPS**—Students may apply for scholarships to help cover study abroad courses.
- **FREE LEGAL AID**—Southeastern students may receive free legal aid by meeting with the SGA Attorney General, who may recommend an attorney off-campus for more advice (the first visit is free).
- **STUDENT SENATE**—Represents the student body. You may contact senators for help or get involved by serving as a senator yourself.
- **FAXES** - Southeastern students may send faxes at low rates, or receive faxes for free!
- **FREE COFFEE AND WATER** - Southeastern students may come by for free Community Coffee or Abita Springs water and read the newspaper, study, use our computers, or just hang out. Visit the web site at www.selu.edu/StudentAffairs/SGA



The Student Government Association allows students to assume leadership roles in bettering the University.



The Lion's Roar student newspaper and *Le Souvenir* yearbook staffs meet on a weekly basis to discuss the completion of these nationally-recognized and award-winning publications.

Student Publications

Location: Student Union Room 211; Phone: (985) 549-3731

The Office of Student Publications is committed to providing the students and the campus community with quality publications that enhance the university. Through the presence of student a newspaper and yearbook, Student Publications provides the students, faculty and staff of Southeastern with specific services and outcomes.

Student Publications supports the mission and goals of the Division of Student Affairs and the entire university by providing both individuals and groups at the university with a vehicle to publicize activities and events of relevance to the university community. Student Publications also defends the rights of student journalists relative to freedom of speech as stated in Article 1 of the Constitution of the United States of America. *The Lions Roar*, *Le Souvenir*, their associated websites and CD/DVD versions are designated public forums. Student editors have the authority to make all content decisions without censorship or advance approval.

Some of the services provided by Student Publications include, but are not limited to:

- Produces the official student newspaper, *The Lion's Roar*, in 29 issues each year, both in print format and on-line.
- Produces the official student yearbook, *Le Souvenir*, which is distributed each fall, in print, on-line and on CD/DVD.
- Provides students with the opportunity to learn and improve writing,

editing, photography, layout and graphic design skills.

- Provides the campus community with designated public forums for the expression of ideas and opinions in a free and open environment, and the exchange and dissemination of information.

- Also produces the Student Handbook, DSA Orientation Newspaper, Convocation Program and numerous other publications.

Both student-run publications, *The Lion's Roar* and *Le Souvenir* have garnered national recognition and multiple awards during the last several years.

For more information, visit the department's web sites at www.selu.edu/lionsroar or www.selu.edu/lesouvenir.

University Counseling Center (UCC)

Location: 302 Virginia Ave.; Phone: (985) 549-3894.

- Offers professional mental health counseling to assist students, faculty, staff, and their legal significant others with personal and social concerns.

The following services are available:

1. Individual, couples, and group counseling: Counseling involves meeting with a counselor regularly to discuss personal issues.

2. Consultation: The professional staff is available to student organizations, faculty, and staff, providing consultation on mental health topics and organizational issues.

- All counseling is completely confidential and no information can be released to anyone within the University or to any other institution or individual without a student's written release or if required by law.

For more information, visit www.selu.edu/StudentAffairs/ucc



The University Counseling Center offers a variety of professional assistance to students, faculty, staff and their families.



Southeastern's University Police Department has a dedicated staff of men and women who provide around-the-clock protection for the campus community.

University Police Department

Location: Pride Hall, 1st Floor; Phone (985) 549-2222

Southeastern Louisiana University is committed to assisting all members of the Southeastern community in providing for their own safety and security. The annual security compliance document is available on the UPD Web site at <http://www2.selu.edu/police/statistics>.

For more information, visit the University Police Department at Pride Hall, 1301 SGA Drive, Hammond, LA 70402.

This document contains information regarding security on campus and personal safety including topics such as: crime prevention, University Police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to campus safety. It also contains crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Southeastern Louisiana University, and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Southeastern Louisiana University Police Department.

THE CAMPUS OF SOUTHEASTERN LOUISIANA UNIVERSITY IS A DRUG AND FIREARM FREE ZONE.

The following charts show the number of crimes at the Hammond Campus for the past three calendar years.

CRIME STATISTICS FOR CALENDAR YEARS 2003, 2004, AND 2005

CRIMINAL OFFENSES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	3	0	0	0	0	0	0	0	0	1
AGGRAVATED ASSAULT	5	5	5	2	2	2	0	0	0	1	3	9
BURGLARY	59	67	84	31	31	41	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	5	6	0	0	0	0	0	0	0	0	2	3
ROBBERY	2	0	0	0	0	0	0	0	0	1	3	0
SEXUAL ASSAULT, FORCIBLE	4	1	0	2	1	0	0	0	0	0	0	1
SEXUAL ASSAULT, NON-FORCIBLE	1	0	0	1	0	0	0	0	0	0	0	0

HATE CRIMES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	1	0	1	0	0	1	0	0	0	0	0	7
DRUG LAW VIOLATIONS	12	16	31	11	16	25	0	0	0	2	11	36
LIQUOR LAW VIOLATIONS	23	0	16	1	0	13	0	0	0	0	0	12

NUMBER OF JUDICIAL AFFAIRS REFERRALS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	1	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	11	8	3	0	0	3	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	5	2	8	0	0	8	0	0	0	0	2	0

The previous crimes are defined in accordance with the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions (Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82).

The following definitions are to be used for reporting the crimes listed in B 668.47 in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

The following charts show the number of crimes at the Baton Rouge Nursing Center for the past three calendar years.

CRIME STATISTICS FOR CALENDAR YEARS 2003, 2004, AND 2005

CRIMINAL OFFENSES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF JUDICIAL AFFAIRS REFERRALS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0

The previous crimes are defined in accordance with the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions (Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82).

The following definitions are to be used for reporting the crimes listed in B 668.47 in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

The following charts show the number of crimes at the St. Tammany Center for the past three calendar years.

CRIME STATISTICS FOR CALENDAR YEARS 2003, 2004, AND 2005

CRIMINAL OFFENSES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	1	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF JUDICIAL AFFAIRS REFERRALS	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
WEAPONS LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0

The previous crimes are defined in accordance with the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions (Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82).

The following definitions are to be used for reporting the crimes listed in B 668.47 in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Parking Hang Tags/Decals

All students, regardless of status and times they attend classes or do research at the Hammond Campus or Baton Rouge Campus, must have a current parking decal. A campus parking map and a regulations booklet will be available on line for students. For more information, call (985) 549-2025.

Parking and Traffic Citations

For information on parking and traffic citations, refer to the University Catalog, the Parking Regulations Booklet, or contact the University Police Dept at (985) 549-5695. All campus parking and traffic citations must be paid at the Controller's Office.

OTHER SERVICES

Auxiliary Services

Office Location: Student Union Room 214; Phone (985) 549-2094

Auxiliary Services provides various products and services to the campus community—even some that you might not see but use everyday. The departments within the division include: The War Memorial Student Union, Student Housing, the University Bookstore, Textbook Rental, Campus Dining Services, The Document Source, Campus Card Operations, and the Post Office. Each of our services provide the University community quality services that you are accustomed to, at



Auxiliary Services provides various products and amenities to the campus community.



Located near the center of campus, the War Memorial Student Union is the location of many Student Affairs offices.

competitive prices and with the added convenience of being located right here on campus.

These departments fund their operations through self-generated sources, primarily through sales of goods and services.

The goal of the division is to provide the highest quality products and services to the Southeastern community while setting the highest operational standards possible. Auxiliary Services departments have become leaders in their fields for innovative offerings and efficient operations. Our goal is to listen to the needs of Southeastern students and employees via customer surveys, focus groups and committees so that we can deliver cost-efficient, convenient services and products to our customers.

Student Union

Office Location: Student Union Room 201; Phone: (985) 549-2041

At the center of campus, the War Memorial Student Union provides services and convenience for all members of the diverse Southeastern family and their daily needs of campus life. In the Student Union, you will find:

- *The Lion's Den Food Court
- *Full Service US Post Office
- *Various student services offices
- *The Corner Pocket Game Room
- *ATM Machines
- *University Bookstore
- *The Xerox Document Source
- *Subway

In addition, the War Memorial Student Union features a wide array of meeting spaces, accommodating from 5 to 500 guests. For information on

reserving Union facilities, policies and procedures and further information, visit the Auxiliary Services web site on Southeastern's home page at www.selu.edu/AuxServices

Student Housing

Office Location: Pride Hall; Phone: (985) 549-2118

Eight new residence halls are currently located on main campus comprised of a mix of shared and private accommodations. The Village Organizational Community consists of several Greek organizational houses and the Village residence hall. Southeastern Oaks offers students who have earned a minimum of 30 credit hours an apartment option with the convenience of living on campus. For more information please e-mail us at studenthousing@selu.edu or visit www.selu.edu/liveoncampus.



Southeastern houses more than 2,000 students in eight residence halls that are centrally located on campus.

University Bookstore

Location: Student Union; Phone (985) 549-5393

The University's Retail Bookstore is located in the Student Union. Hours of operation for the Fall and Spring Semesters are: Monday-Thursday, 7:30 a.m.-5:00 p.m. and Friday, 7:30 a.m. - 4:30 p.m. with extended hours during the first two weeks of the semester. Summer Session hours are Monday-Friday, 8:00 a.m.-4:00 p.m. Students can shop the Bookstore for Southeastern clothing and merchandise, magazines, gift items, books and snacks. During finals, the Bookstore may pay up to 50 percent of the purchase price for books that are needed for the next



The University Bookstore provides students with Southeastern clothing and merchandise, magazines, gifts, books and snacks.

semester. Students are encouraged to sell back their books to take advantage of this offer. For more information, please visit us at www.selu.edu/AuxServices.

Textbook Rental

Location: North Campus Building TR; Phone (985) 549-3780

One of the unique services provided by Southeastern is the textbook rental system. In an effort to provide textbooks to students at an economical rate, students rent their hardbound textbooks. The total textbook rental fee for a given semester is determined by the number of courses for which the student registers that have textbooks assigned to them.

TO RENT TEXTBOOKS

- Student must present his/her Southeastern ID to check out books.
- Student may not have any outstanding books or fines.
- Student must be registered in the course(s) and have paid all fees.
- Student may check out only one copy of each textbook required for the course.
- If student misplaces a rental book, he/she may pay an additional textbook fee and check out another copy of the book. If the lost book is not found, the book must be paid for at the end of the current semester.

PURCHASE OF TEXTBOOKS (ALL SALES ARE FINAL)

Students may purchase from the Southeastern Textbook Rental Store any of the rental textbooks required for their courses within the first three weeks of classes and deduct the rental textbook fee for that course from the price of the book. If a course requires multiple rental books, all books

must be purchased in order to qualify for the deduction.

RENTAL RETURNS

All textbooks must be returned on or before 6:00 p.m. on the first business day following the last day of final exams. A \$7.50 fine per book will be assessed on books returned from the second business day through the fifth business day following the last day of final exams. Books not returned by the fifth business day following the last day of finals will be assessed a purchase fee which is due and payable by the early fee payment deadline of the following semester.

DROP BOX

A book drop return is available to students during times that the Textbook Rental office is closed. The book drop box will automatically lock when filled. Drop books are checked in by barcode only (rather than Student ID). Thus, drop books will be checked in from the appropriate renter's account regardless of who returns the book via the drop box. All drop books will be checked in the day following the drop.

Students will be notified of any book deemed damaged at the time of return/drop and charges will be posted to the student's account. It is the responsibility of the student to claim books within 3 weeks of notification. After that time, Textbook Rental will dispose of unclaimed books.

LEONET—VIEW MY BOOKS

Students are encouraged to check their LEONet – View My Books prior to returning books and immediately following to make sure all books were returned.

For more information, please visit www.selu.edu/AuxServices.

Campus Dining Services

Campus Dining Services offers a variety of foods from its different dining locations on campus. Cayman Café is an option available for those who wish to enjoy an All-You-Can-Eat concept. Roomie's Coffee Shop, featuring Starbucks coffee and pastries, is a great place to take a break from the daily grind and get a pick-me-up. Chick-fil-A offers various sandwich options and their famous waffle fries while Edy's Ice Cream provides a number of refreshing frozen dessert treats. Students can also take a break from their studies in Sims Memorial Library at Java City which offers a wide variety of cappuccino, pastries, salad and sandwiches.

Across campus in the War Memorial Student Union, the Lion's Den Food Court offers pizza, Subway, Burger King and other delicious favorites. Students can use their Southeastern ID if they are participating in a meal plan/declining balance or by paying cash for their meals. Campus Dining offers meal plans for both commuter and resident students. Students residing on campus are required to purchase a meal plan. For information, contact Campus Dining at (985) 549-2286 or visit www.selu.edu/AuxServices.



Campus Dining offers students a variety of ways to satisfy their hunger.

Campus Card Operations

(Identification Cards, Vending, Lion's Lagniappe Accounts)

Location: Student Union Room 113; Phone: (985) 549-3990

Every student enrolled at Southeastern must have an Identification Card. ID cards must be carried at all times while on campus. A validation fee is assessed each semester for the current ID card.

The ID card is also used to access the Lion's Lagniappe Account. The Lion's Lagniappe Account eliminates the need to carry cash on campus by allowing your student ID to work like a debit card. This account is accepted in soft drink and snack vending machines, copiers, microfiche, all campus dining locations, The Document Source, the University Bookstore, Student Activity Center, the Health Center and on-campus laundry facilities.

The Lion's Lagniappe account can be established in four ways:

- (1) by going to the Controller's Office;
- (2) by going to the Lion's Lagniappe Value Terminals located in the Library, the Student Union across from the Document Source and Louisiana Hall;

- (3) by visiting the Campus Card Operations office;

- (4) by selecting the Lion's Lagniappe account during registration

Lion's Lagniappe balances roll over to the next semester as long as the student remains enrolled. Refunds from the Lion's Lagniappe account on balances of \$25 or more may be requested at the end of each semester. A processing fee of \$10 will be assessed for refunds.

Lost or stolen ID cards must be reported immediately to Campus Card Operations or to University Police at (985) 549-2222. When the ID card is reported lost or stolen, it is immediately invalid. If a lost, stolen or abused card must be replaced, there will be a \$15.00 replacement fee assessed. The cardholder assumes full responsibility for the safekeeping of the ID card. Southeastern Louisiana University is not responsible for charges incurred on unreported ID cards.

The ID card is restricted to the person to whom it is issued. It must not be loaned to another individual. The ID card will be confiscated if it is

used by anyone other than the validated recipient. Violation of this policy will result in disciplinary action.

The ID card is the property of Southeastern Louisiana University. It becomes invalid upon termination or interruption of enrollment. If the student re-enrolls in the University, the same ID card will be revalidated automatically and no replacement fee will be assessed. A \$15.00 replacement fee will be assessed if a new ID card is required. For more info, visit www.selu.edu/AuxServices

Post Office

Location: Student Union; Phone: (985) 549-2124

The University Post Office is a full service United States Post Office offering the same convenient services that you would find in any postal services branch, including;

*Post Office Box Rental

*Money Orders

*Express and Priority Mail

*Stamps

*Registered Mail

The Post Office hours of operation are 7:45am-4:30pm (M-F). Rental boxes may be accessed Monday-Thursday from 6am-9pm and Friday from 6am-4:30pm. All mail sent to a student's box should be addressed as follows:

Name

SLU (Box #)

Hammond, LA 70402

For more information, please visit www.selu.edu/AuxServices.

Linus A. Sims Memorial Library

Location: Across from D Vickers Hall; Phone: (985) 549-2027

The University's Linus A. Sims Memorial Library provides access to a collection of more than 390,000 print volumes and over 2,300 serial subscriptions, in addition to audio-visual and electronic resources, including full-text databases, e-books, and journal indexes. Also housed in the Library are a federal and Louisiana government document depository; the Center for Southeast Louisiana Studies, which includes special collections of regional interest; the SGA Computer Lab; three state-of-the-art classrooms for library instruction; and a Java City coffee shop. Special services to students include 24/7 virtual reference, appointment-based and text-messaging reference, interlibrary loan and document delivery, and adaptive computer software and equipment for patrons with disabilities. For more information, visit the Library's web site at www.selu.edu/Library/.

Vera W. Thomason Health Center

Location: Behind the library; Phone: (985) 549-2241

All students carrying four hours or more are required to pay a medical fee when they register. This fee entitles them to health care and first aid at the Vera W. Thomason Student Health Center. However, the fee does not cover costs of prescription medicines, x-rays or laboratory work that is done at a local hospital.

The Student Health Center hours are 8:00 a.m.-7:00 p.m. Monday through Thursday and 8:00 a.m.-6:30 p.m. Friday.

Central to the treatment that can be provided are physicians who visit the center daily for appointed clinic hours beginning at 5:00 p.m. Monday through Friday to diagnose and treat minor illnesses. Hepatitis B Vaccine is available at the Health Center. Call for more information.

Immunization for Meningococcal Meningitis is recommended for freshman students by the Center for Disease Control and the American College Health Association. Call your primary care physician or call Student Health Services (985) 549-2241 for more information. Cost of vaccine varies. <http://www.selu.edu/HealthServ/>

Student Immunization Policy

Louisiana law requires immunizations against measles, mumps, rubella, and diphtheria-tetanus for all first time students born after 1956. The immunization policy, which became effective January 1991, also applies to students returning after an absence of one or more semesters.

Requirement: Two (2) doses of measles vaccine; at least one (1) dose each of rubella and mumps vaccine; and a tetanus-diphtheria booster every ten (10) years.

Please call the Student Health Center (985) 549-2241 for further information. The Health Center is located behind the Linus A. Sims Memorial Library. Proof of Immunization Compliance (Louisiana R.S. 17:170 Schools of Higher Education).

Student Health Insurance

Student health and accident insurance is available to all students on the Southeastern Louisiana University campus. All international students are required to purchase student health insurance, unless they bring proof of their own insurance to the Office of Admissions prior to registration. The student health insurance is optional and available to all other students. If any student is interested in obtaining health insurance, the enrollment forms and brochures are available in the Health Center. The enrollment period is the first 30 days of each semester. Student health and accident insurance is available to all students on the Southeastern Louisiana University campus.