

The University of Louisiana at Lafayette On-Campus Living Handbook

Dear Resident,

Welcome to the UL Lafayette on-campus community. We are proud of our unique and diverse campus, and we hope you will enjoy living in our halls. This UL Lafayette Housing Handbook contains important information about the residence halls and apartment complex and your role as a UL Lafayette on-campus resident. In this handbook, you will find general information about living on campus, policies, and services available to help you achieve your goals and enjoy our campus environment. Read this handbook and keep it as a valuable reference.

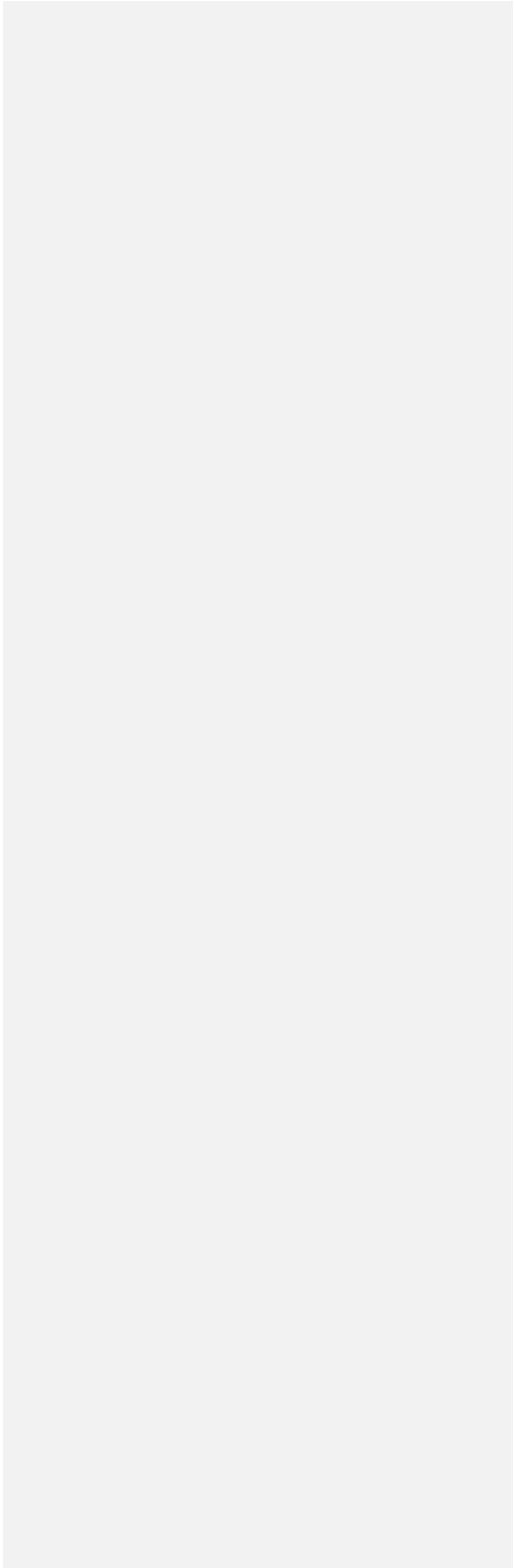
We encourage you to challenge yourself, enrich your life, and strive to gain a greater understanding of the many different interests, groups, and cultures that make up our University community. We are ready to help you achieve both academic and personal goals, so take advantage of the resources offered to you at UL Lafayette.

Living on campus and being a part of the community should be one of the most enjoyable experiences that you have during your academic career. If any of the Residence Life Staff or Housing staff can be of assistance to you, please let us know. Good luck!

Sincerely,

Maylen Aldana, Ph.D.
Director of Residential Life

Jules Breaux, MBA
Director of University Housing



Living on Campus

The University of Louisiana at Lafayette on-campus community is a valuable part of the college experience. The University emphasizes teaching, learning, and scholarship; living in our residence halls or apartments challenges each student to incorporate personal responsibility and maturity into the quest for academic achievement.

The Office of Residential Life and the Office of University Housing are responsible for all aspects of on-campus living. We believe that as a UL Lafayette student, you are an individual with specific needs and our departments are here to help you meet those needs. Our departments can help you obtain information and assistance for a variety of questions and situations that may arise during your time on campus.

There are six residence halls, two apartment complexes and one support hall on UL Lafayette's campus that accommodate approximately 2,400 to 3,000 undergraduate and graduate students each semester.

The UL Lafayette communities are grouped into the following areas:

- Rose Garden area
 - Bonin Hall
 - Coronna Hall
 - Harris Hall
 - Randolph Hall
- Taft Street area
 - Baker Hall
 - Huger Hall
- Southwest Main
 - Conference Center
 - Legacy Park Apartments
 - Cajun Village Apartments (Family Housing)

Living Learning Communities

A Living Learning Community (LLC) provides students with similar academic interests the opportunity to live together on the same floor and receive career planning and academic enhancement programming.

In the fall, Living Learning Communities offered include: Darwin (Biology), Engineering, Gateway to the Arts, Lifetime Recreation, Nursing, Service and Leadership, and Taste of Business.

Our on-campus community is designed to be a safe and positive living/learning environment for all students. In accordance with the University's purpose and mission, the Offices of Residential Life and Office of University Housing support a system of order that promotes academic development, individual growth, and personal achievement. Students are responsible for all regulations outlined in this handbook, in the Housing Room and Meals Contract, in the University Code of Student Conduct and Appeal Procedures, in the University Student Handbook, and in area, hall or floor meetings. We encourage our residents to know and understand their rights and responsibilities as members of our communities, and to become involved as leaders within their residence hall or apartment community.

ULL Residential Life and University Housing Staff

All on campus areas are jointly managed by the Offices of Residential Life and Office of University Housing. The Housing staff includes the Director of Housing, Associate Director, Assistant Director of Facilities, Building Managers, clerical personnel, Front Desk Agents and student office workers. The Residential Life staff consists of the Director of Residential Life, Area Coordinators, Community Directors, and Resident Assistants.

ULL Residential Community Staff

Each on-campus community is under the leadership of professional and student staff members that will assist you in your academic and personal development during your time living with us. Please get to know your community staff, they will help connect you with resources, support, and leadership opportunities that will help you shape your campus living experience.

Area Coordinators (ACs)

The Area Coordinators (ACs) are full-time professional employees who provide support and direction for the development of all residents. The ACs supervise Community Directors, Assistant Community Directors, and Resident Assistants. They are responsible for fostering students' connection to the university. There are two Area Coordinators who oversee our communities and serve all our students. Their offices are located in Baker Hall and Corona Hall.

Building Managers

Building Managers are full-time professional staff members who oversees the building facilities and supervise housekeepers and Front Desk Agents. Their role is to oversee each building's maintenance and housekeeping services to ensure that our students' spaces are clean and

comfortable. They are there in case you have a maintenance concern. There are three Building Managers who oversee our facilities and serve all our students. Their offices are located in Bonin Hall, Huger Hall, and Legacy Park Apartments.

Student Staff

The Office of Residential Life and the Office of University Housing offer UL Lafayette students the opportunity to gain valuable work experience in various positions. All student employees are selected on the basis of character, academic achievement, interpersonal skills, leadership, and the desire to serve fellow on campus students.

Our Community Directors, Assistant Community Directors, Resident Assistants, and Front Desk Agents are all student leaders.

Community Directors/ Assistant Community Directors (CDs/ ACDs)

Our Community and Assistant Community Directors (CDs/ ACDs) are undergraduate students who are responsible for a specific community. Each residential community has a CD and ACD. They supervise Resident Assistants and plan social and educational programs for the residence halls. They support students and guide students to appropriate resources within the university and community. Community and Assistant Community Directors mediate roommate conflicts

that are not resolved at the Resident Assistant level. Also, they respond to all emergencies involving students in our communities.

Resident Assistants (RAs)

Resident Assistants are undergraduate students who are responsible for a specific floor, wing, or apartment building. They are responsible for developing connections among students in their residential community and providing one on one support to residents. RAs help foster and maintain a healthy environment that is conducive to students' academic success. They can serve as a resource for any questions and concerns, and will organize and plan various recreational, social and educational activities for residents. RAs are also responsible for doing daily rounds in the residence hall/apartment buildings, and are trained to respond to all emergencies in the building.

Front Desk Agents

Front Desk Agents are students responsible for the security of the front desk, and who ensure that students are properly checking into their building. Front Desk Agents report residents' maintenance concerns, and can contact a Resident Assistant or any staff member for students in need of assistance.

Geaux Get Involved!

Make the most of your on-campus living experience by getting involved in your community and university. Ask your RA, Community Director or Area Coordinator how you can get involved in your community.

Residence Hall Association (RHA)

All students living in the residence halls/apartments automatically are members of the Residence Hall Association (RHA). Active members of RHA meet regularly to plan and coordinate programs and activities for residence hall/apartment students, and also contribute to the overall improvement of the halls and campus life. Each residence hall/apartment building has one Building Representative, a student leader who represents their community at RHA meetings. If you are interested in becoming an active member of RHA and a leader in your community, sign up to serve as a Building Representative.

Community Standards

As a member of ULL's residence halls and apartments, you are expected to follow and conduct yourself according to our community standards, which are intended to promote the well-being and respect for the rights of all

community members. Resident Assistants (RAs) lead their communities in upholding community standards within the residence hall and apartment communities.

Resident Meetings

Resident meetings are held in each residence hall/ apartment building on a regular basis. These meetings communicate important campus information to residents and/or gain information and feedback from residents on ideas or concerns. Residents are expected to attend all scheduled resident meetings. On some occasions, a resident meeting will be announced as mandatory and attendance by all residents is



required. Due to the crucial and/or serious nature of these mandatory meetings, sanctions may be imposed on residents who fail to attend.

Roommates

It is important that residents take the time to get to know and establish a relationship with their roommate(s)/ suitemate(s). Learning how to establish relationships with others through active communication is essential knowledge for any career or activity.

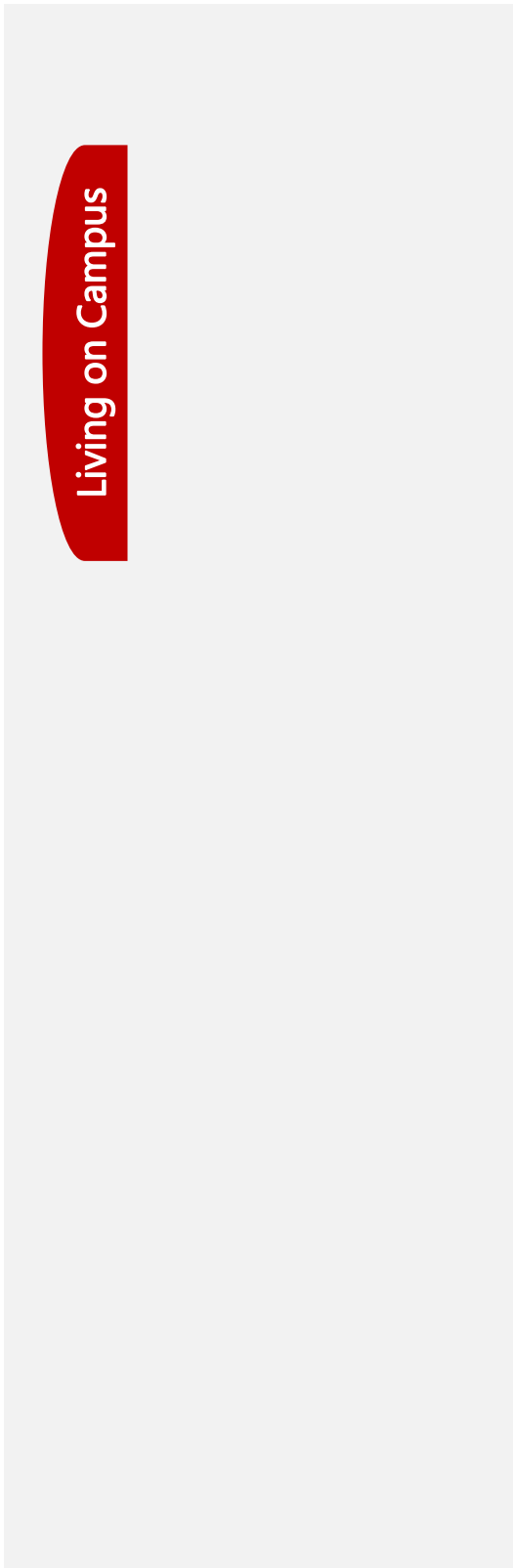
Roommate Agreements

All residents are expected to complete a Roommate Agreement form within the first two weeks after move-in. Your RA will help you complete the Roommate Agreement by facilitating a discussion with your roommate(s)/ suitemate(s) about your thoughts, perspectives and opinions on sharing responsibilities in the room. Please feel free to revisit your agreement as your relationship with your roommate evolves during the semester. Residents who have problems that they cannot seem to work out with their roommates should be sure to talk to the Area Coordinator. An AC can help negotiate a solution and if one cannot be reached, he/she may be able to work out a room change. If a resident plans to leave the hall overnight or longer, it is a good idea to let his/her roommate or CA know where he/she is going and how he/she can be reached in an emergency.

Roommate Conflicts

The Office of University Housing and Residential Life are committed to making on campus living an enjoyable and growth-filled experience. When conflict between roommates occurs, Residential Life staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to complete a roommate contract to address specific concerns. This contract between roommates becomes binding and will be used to resolve future conflicts that may occur. When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Area Coordinator to move one or both residents from the room. An aggressive roommate is one whose acts/ communication are intended to harass, intimidate or humiliate their roommate(s)/ suitemate(s). One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to report the harassment to appropriate University officials in accordance with the Code of Student Conduct.
- Both roommates are violating each other's rights.
- One or both roommate(s) refuse(s) to complete a roommate contract, or adhere to agreements contained within the roommate contract.



- A violation of housing policies has occurred.

If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action.

Student Guest Responsibilities

UL Lafayette residence halls/apartments provide housing for UL Lafayette student residents only. Students are allowed to have guests, but any student who allows someone to stay or live in the residence hall/apartment improperly will receive additional charges from the Office of University Housing and be subject to disciplinary action. You may have guests in your room; a guest of the opposite sex is allowed only during designated Visitation hours, Monday - Sunday 10:00 am-12:00 am. Students are responsible for their guests at all times.

All guests in the residence halls/apartment complex must be escorted by and be in the company of their resident host at all times while in the residence hall/apartment rooms and common areas. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name. Please review the Guest Policy in the Policies section of this handbook for more information.

Policies and Regulations

Students are responsible for complying with all policies and regulations as set forth by the University, the University of Louisiana-Lafayette Code of Student Conduct and the On-campus Living Handbook. In addition, students are



expected to comply with all national, state, and local laws. The policies below are not intended to be exhaustive of every prohibited or forbidden action. In situations not covered by specific regulations or policies, students are expected to use common sense and be sure that his/her conduct is at all times consistent with that expected of a mature, responsible individual with high ethical standards and care for the University community.

Sanctions for Policy Violations

Failure to adhere to the policies outlined below may result in immediate removal from the residence hall/apartment, suspension of guest/visitation privileges, and/or referral to the Office of Residential Life, Office of Student Rights and

Responsibilities and/or the University Police Department.

Possible sanctions include, but are not limited to:

- Admonition
- Warning Probation
- Disciplinary Probation
- Suspension of Rights and Privileges
- Fines (up to \$200 for first offense; doubled for repeat offenses)
- Suspension of eligibility for extra-curricular activities

- Holds on University accounts / registration



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Abandoned Possessions

The safety and storage of items left by students in rooms or halls is not guaranteed by the University. The Office of University Housing staff will dispose of abandoned items 48 hours after the end of the student contract period or after a student's contract termination for any reason. Students will be responsible for all costs incurred in the removal of abandoned possessions, which will be assessed on the student's University account. Bicycles left in on-campus housing areas after the contract period ends will be considered abandoned, and removed after 48 hours, per this policy.

Advertising, Sales and Solicitation

Commercial sales and solicitation are prohibited in residence halls and apartments. Anyone caught soliciting within the on campus community may be arrested by University Police and subject to university sanctions. Students should report all strangers and/or salesmen to the residence hall staff.

Private Enterprise/Businesses

Residents are not permitted to operate a business from their room/apartment or any residential facility. Personal solicitation for textbooks, apartments, tickets, services, etc. is prohibited. Baby-sitting in the residence halls & apartments is prohibited.

Posting Information in Residence Halls and Apartments

All notices, signs, and information posted in the residence halls and/or apartment complex must be approved by the Office of Residential Life, and must have the approved Office of Residential Life stamp. Residence hall and apartment staff may place materials on doors or on walls with permission from the Office of Residential Life. Bulletin boards and electronic signs in residence

halls/apartment complex are for the use of staff and university officials only.

Chalking

Chalking on sidewalks adjacent to all residence halls/apartment buildings for the purpose of sale of services or products, as well as off campus events, including those which may be sponsored by or affiliated with recognized University organizations, requires written permission of the Residence Hall Area Coordinator or Building Manager. An advertising request form must be filled out and approved by the Residence Hall Area Coordinator or Building Manager at least one week prior to the chalking date.

Signage

Flyers, bulletins, banners, brochures, and other materials may not be posted on walls, columns, counters, furnishings, or windows of any Housing facilities without approval and permission of the Office of University Housing and the Office of Residential Life. Only approved tape may be used when posting materials in or around Housing facilities. Posting using any other adhesive or unapproved items may result in the person(s) or group(s) sponsoring the posting(s) to be billed for any damages resulting from the use of inappropriate adhesive and/or items.

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Damaging, tampering, and/or destroying materials approved and appropriately displayed in or around residential facilities may be considered vandalism and sanctioned accordingly.

Alcohol

Alcohol (including beer and wine) is not allowed anywhere on campus, unless the University has authorized the serving of alcoholic beverages at an official University event. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall/apartment or in a residence hall/apartment room is prohibited. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in any hall areas, including parking lots. Students in violation will be subject to disciplinary action. Any alcohol detected by plain sight or smell will be automatically disposed by the individual with oversight from University Personnel.

Bicycles

The University encourages all students to register their bicycles with the UL Lafayette Police Department, and to secure bicycles with locks to prevent theft. Bicycles may be secured in a designated bike rack area near each hall, or stored in a student's room/apartment with consent from the student's roommate. Bicycles should not be left or parked in hallways, stairwells, attached to trees, or breezeways and they are not to be ridden inside the residence halls/breezeways of buildings.

All bicycles must be removed from on campus housing areas at the end of each semester. Bicycles left in on-campus housing areas after the contract period ends will be considered abandoned and will be removed and disposed of in accordance with the abandoned possessions policy discussed above.

Cleanliness of Room

All on campus students are required to maintain a maximum level of health and cleanliness standards in their room/apartment. Residents are responsible for maintaining a reasonably neat and clean room/apartment at all times. Frequent, general cleaning practices are expected of each resident.

Residents are required to maintain their unit to the following minimum standards:

- All areas in living quarters, including floors, walls, furniture, and appliances must be maintained in a reasonably clean and sanitary condition at all times.
- Food should be properly stored or disposed of to avoid attracting roaches or other pests. Students should not maintain dirty dishes in their room.
- Trash should be emptied regularly. Daily disposal of trash in the trash rooms or exterior common trash dumpsters (in Legacy apartments) will help maintain health and safety standards and a desirable environment in living units. Fire and health regulations prohibit leaving trash in hallways, stairwells and breezeways.

Lack of cleanliness will result in a \$50.00 fine per resident. If a student fails to meet cleanliness expectations, he/ she will be given 48 hours to clean their space. If, upon a re-inspection after the initial violation was discovered, the student(s)' room/apartment is still deemed unclean, student(s) may face disciplinary action, up to and including cancellation of the student's contract.

If one roommate should depart, the remaining student(s) may be assigned a new roommate with little or no notice. Therefore, residents should make sure that common areas are clean and maintained as outlined above to accommodate any newly assigned resident(s). If the room/apartment unit is not cleaned in an acceptable manner prior to a new roommate's arrival, we reserve the right to have the apartment cleaned, and the cost will be billed to the current resident(s) of the unit.

Suite Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom. Toilet paper is not provided in connecting or private bathrooms. Housekeepers will clean the bathroom 1 to 2 times per week.

Computer & Network Use

Students are expected to read and abide by all University policies and State and Federal laws related to computer and network use, both in computer labs and in their residence hall room/apartment. To review a copy of the University's Computer and Network Policy, please visit the Office of Information Technology Policies & Procedures page at: <http://cio.louisiana.edu/itpolicy>.

Cooking Areas

Every residence hall has designated cooking areas furnished with

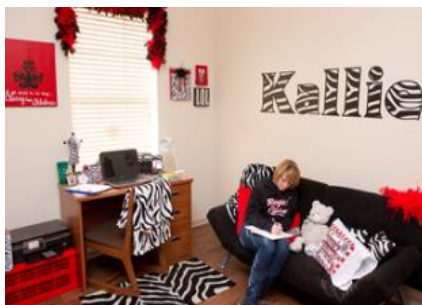
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microwaves, and some contain kitchen areas. Legacy Park apartments have a kitchen area within each apartment. Residents are responsible for keeping the kitchen areas clean after each use, and trash is to be disposed of regularly in the dumpsters provided.

For safety reasons, cooking with grease is prohibited in residence halls. Food should never be left unattended. Kitchens may be locked and/or microwaves removed if they are not maintained and used properly. Students may be charged \$25 for cleaning and disposing of trash left in cooking areas.

Courtesy and Quiet Hours

Quiet hours help ensure students' rights to an appropriate environment for sleep and study. Quiet hours are maintained to provide an atmosphere conducive to studying. Quiet hours are in effect from **12 a.m. to 8 a.m., daily**. Courtesy hours are in effect 24 hours a day, however. During this time, students should respect their neighbors' rights and be courteous by controlling noise levels at all times.



Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. Certain areas of campus residential facilities may be designated "quiet areas" and quiet hours are enforced 24 hours a day. During Final Exams, there is a 24 hour quiet hour policy in effect in all on-campus housing facilities to allow residents to study without disturbances.

Decoration and Alteration of Rooms

Residents are encouraged to decorate their rooms and apartments. All decorations must comply with Fire and Health and Safety regulations. Food and beverage containers may not be used as decorations, as they may attract roaches and other pests.

Door decorations

Consideration must be given to other residents, to guests, and to the larger UL Lafayette community when decorating and posting items on the outside of doors and in the hallway. Items that interfere with the educational mission of the University are prohibited in hallways, outside of rooms, and on window displays. These include, but are not limited to: abusive, indecent, profane, or vulgar language, offensive materials determined to be racist, harassing in nature, threatening to an individual or group, pornographic, and/or displaying or promoting illegal substances. Housing

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retains the prerogative to require the removal of materials deemed unacceptable. Additionally, door decorations must not obstruct the locking mechanisms or access to the room/apartment. Please do not cover the peep holes or room numbers when decorating. Placing posters, signs, etc. in hallways or in plain view outside of the room/apartment is not allowed.

Hanging decorations

Hanging items from fire safety equipment, including sprinkler heads, is strictly prohibited. For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as wrapping paper, fishnets, parachutes, large flags, etc.

When hanging decorations, screws or nails should not be used on the doors, walls, windows, or ceilings. When hanging posters, only adhesive hooks are recommended. If using adhesive hooks or command strips, follow directions on removing hooks to avoid damage to walls. Tape, glue, and other forms of adhesive substances should not be used on doors, walls, windows, or ceilings. Tacks/push pins may be used on bulletin boards only.

Alteration of Rooms/apartments

Permanent alterations to residence hall/apartment rooms, including painting any part of the room, are not allowed. Altering a room in any way,

and damages caused by hanging or removal of decorations may result in damage charges. Painting any part of the room is not allowed. The use of contact paper or double sided tape is also prohibited.

Disorderly Conduct

Conduct which is disorderly, lewd, indecent, or a disturbance of the peace on University premises or at University-sponsored activities is not tolerated. Residence hall/apartment staff members are expected to confront disorderly conduct, and students found in violation of this policy may be referred to the Office of Student Rights and Responsibilities.

Disruptive Activity

Participation in any activity which interferes with teaching, research, administration, disciplinary proceedings, other University missions, processes, or functions including public-service function or other University activities will be confronted by hall staff and when appropriate referred to the student conduct process.

Residents and their guests are expected to conduct themselves in a respectful and considerate manner at all times. Inappropriate and/or disruptive behavior is defined as any behavior,

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verbal or physical, which disrupts or is detrimental to the environment and/or its occupants. Such behavior may include, but is not limited to, lewd or offensive comments and/or behavior, use of profanity, shouting or loud noise, pranks, damage or destruction of personal or university property, creation and/or contribution to situations which may be harmful or otherwise detrimental to others, and/or aggressive behavior. Residents are obligated to remove themselves from any situation where a violation is occurring. Residents present during a violation of the Residential Policies or Procedures and/or the Student Code of Conduct could be held responsible for that violation.

Drugs

The UL Lafayette campus is a designated Drug Free Zone. State and federal law is very explicit in regard to illegal drugs. UL Lafayette upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance including, but not limited to, marijuana, cannabinoids, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, rohypnol, GHB, ketamine, Ecstasy and other "club drugs", as well as the abuse of prescribed medicines.

Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician of over the

counter and/or prescription medication is also prohibited. Any substances that smell, appear, or otherwise can be perceived as marijuana or any other illegal substances are strictly prohibited in all hall areas. Drug paraphernalia or any item(s) which may facilitate drug use are prohibited.

All students are expected to read and be aware of the University's policy on drugs and other substances as outlined in the general regulations and policies section of the Code of Student Conduct. Any violation of these regulations will result in notification to the students' parent(s) or guardian(s), and sanctions.

Electrical Appliances & Equipment

By order of the Fire Marshall, electrical appliances with open heating elements are not permitted in student rooms. Electrical appliances that cause disruption to the residence hall/apartment circuits by overloading, shorting, or creating line disturbances are prohibited. Appliances/equipment not permitted in residence halls/apartments include:

- Candles/wax warmers
- Coffee makers without automatic shut-off systems
- Extension cords
- Halogen lamps & lava lamps
- Hot plates and space heaters

- Microwaves over 700 watts
- Multi-headed lamps (medusa lamps)
- Outside antennas for TVs
- Refrigerators larger than 5 cubic feet
- Toasters, toaster ovens, and other appliances with open heating elements
- Window air conditioning units
- Wireless routers

All students should keep any electrical equipment or appliances at least one inch off the floor, and must unplug appliances other than televisions, computers, and refrigerators when the room is unoccupied. Power strips and surge protectors are acceptable for room use provided they have some type of circuit breaker or reset switch in their design. Receptacle splitters or expanders are also acceptable provided they plug in directly into the wall receptacle.

Elevators

Tampering with or disrupting the service of elevators is not permitted. Any student or students responsible for such actions will be held responsible for repair cost and subject to disciplinary action.

Emergency & Fire Exit Doors

Doors marked as "Emergency Exit Only" shall not be used to enter or leave a building except during a University

emergency. All doors in residence halls other than the primary lobby entrances are designated for emergency exit only. Persons who are caught using emergency exit doors inappropriately are subject to disciplinary sanctions and fines.

Fire exits may only be used in case of emergency. Residents should not compromise, exit, or enter through any exits other than the designated primary entrance(s) to the building. Use of fire exits at any time outside of an emergency will result in disciplinary action.

Entrances and Doors

Exterior doors in the residence halls/apartments must remain locked unless authorized by the Offices of University Housing & Residential Life. Locked doors must not be compromised in any manner. This includes propping room, hallway, apartment, bathroom, or exterior doors open, placing a wedge between the door and frame, holding the door open, and/or providing entry for unauthorized individuals. Disabling a lock, or holding a door open for unknown person(s) creates a safety risk to all residents. Compromising exterior or locked doors may result in disciplinary action as well as a financial fee.

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Flammable Items

The possession or burning of incense, candles, wax/ oil warmers, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, lighter fluid, explosive devices or materials, sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments. Students are not allowed to have the materials on campus or around any on campus housing area at any time, even during a loss of electrical power.

If such items are found, the items will be confiscated, and the resident(s) will face disciplinary action. UL Lafayette accepts no liability for loss of residents' personal property due to fire.

Furniture

Students may bring their own furniture items (with the exception of water-filled furniture) provided they do not present a safety hazard and/or create the need to store or displace furniture provided by the University. All University furnishings must be kept inside campus residences. Disassembled, missing, or damaged furniture will result in damage charges.

The University does not remove or store furniture for residents. Misplaced furniture or furniture not in its designated location may result in

disciplinary action and/or charges for cost of replacement.

Patio/Balcony Furniture

Legacy Park residents are required to keep the patios and balconies presentable at all times. This includes keeping this area free from trash, brooms, mops, cigarette butts, barbecue pits, storage bins, and other items. Only presentable patio/balcony furniture (preferably wooden or black wrought iron) is allowed on the patio/balcony. Foldout chairs and plastic furniture sets are not permitted but may be used as long as they are brought back inside when not in use. Legacy Park apartment furniture is not weather-resistant and therefore cannot be left on the patios or balconies. Seasonal decorations may be displayed no more than 30 days before the holiday and no more than 5 days after the holiday.

Common Area Furniture

Furnishings in common areas may not be removed to individual rooms or



apartments. Removing furniture from its designated location may result in disciplinary action. Damage to University furniture will require restitution for the cost of the property in addition to disciplinary sanctions in accordance with the Code of Student Conduct.

Guest Visitation Policy

UL Lafayette residence halls & apartments provide housing for UL Lafayette student residents only. For purpose of this policy a GUEST is defined as:

- Anyone who is not assigned to the residence hall he/she is visiting
- An individual who is a resident of the hall he/she is visiting, but not of the same gender as the individual(s) whose room he/she is visiting.

Students may have guests in their room, however, a guest of the opposite sex is allowed only during designated Visitation Hours:

Monday-Sunday, 10:00am-12:00am

Visitation Hours arrangements are as follows:

- Residents are expected to limit guests to two (2) guests per visit.
- Residents and guests must present a valid picture ID card (residents must leave their UL ID Card) to the front desk staff at

the time of sign in. Proper or valid identification for guests consists of the following: State Issued Driver's License or Identification Card, Military ID, Current Student ID, or International Driver's Licenses.

- Guests must be 17 years of age, or older.
- Guests will receive a Guest Pass which should be carried at all times during their visit.
- The resident must meet their visitors in the lobby. Guests must be escorted at all times by the host resident.
- Residents will be held fully responsible for the conduct of their guest(s) during their visit.
- At the end of the guest's visit, residents must accompany their guest(s) back to the front desk to receive their ID cards.

All guests in the residence halls or apartment complex must be accompanied and escorted by their resident host at all times while in the residence hall and apartment rooms and common areas. This means guests must be in sight of and in the immediate proximity of the host escort at all times. Guests of residence hall or apartment residents must also be escorted by their host when traveling between units and/or buildings. Guests may not remain in the residence hall/apartment complex or in the room/apartment when the host leaves. Host escort responsibilities may not be

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transferred from one resident to another. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name.

Failure by a resident to escort their guest(s) will result in disciplinary action. Guests must obey University and residence hall/apartment regulations.

Overnight Guests (Cohabitation)

Cohabitation by members of either the



same or opposite sex is not permitted in either the residence halls or apartments. Cohabitation is defined as a guest staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Multiple residents may not register one or more guest(s) for consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guest(s). Failure to comply with this policy will result in sanctions and may jeopardize access to campus housing. Students may have overnight guests of the same gender who have properly been registered by a staff member of that

building. Residents assume full responsibility for their guests.

Overnight Guest arrangements are as follows:

- Overnight guests must be registered by 12:00 AM on the first day of their stay
- Overnight guests must be 18 years of age, or older.
- Only one overnight guest per resident per visit
- Resident must be present in the room with guest at all times
- Guests will be allowed to stay two consecutive nights on campus but no more than (five) nights per month
- Hosts shall be responsible for all actions of their guest

Guests are required to adhere to all policies of the Department of Housing and Residential Life and the University of Louisiana at Lafayette. Any student who allows someone to stay or live in their residence hall/apartment improperly will receive additional charges from the Office of University Housing and be subject to disciplinary action.

Hallway Sports

Games such as soccer, football, Frisbee, baseball, golf, basketball, skating, or other such activities are not permitted in the rooms, hallways, or interior common areas of campus housing. Water balloons, water and/ or cream fights, and other such activities are

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prohibited inside all residential facilities. Roller blades, skates, skateboards, and bicycles may not be used in the halls and common spaces of University buildings. Individuals participating in sports or other recreational activities on the exterior of residential facilities are expected to ensure they are adequately at a distance to ensure window, doors, overhangs, and other parts of the building(s) are not damaged.

Damages to the interior and/or exterior of a building will be billed to the university accounts of the responsible student(s), regardless of whether the damage was intentional.

Liability

The University is not responsible for loss in the residence halls/apartments due to theft, fire, floods, interruption of utilities, or other causes. The University is not responsible for personal property that is lost, stolen, or damaged in or on residence hall/apartment properties. This policy includes student rooms, storage rooms, parking lots, and all other residence hall/apartment complex areas during the semester and during semester breaks. The University encourages all students or their parents to have personal property insurance.

Lounges

Hall lounges and lobbies are for the use and enjoyment of all residents and their guests. Please help keep the lounge areas clean and in good physical condition. Lounge furnishings and

areas may not be used as overnight accommodations. Personal items will be removed from public areas if left for extended periods of time.

Missing Person Notification

On August 14, 2008, the Higher Education Opportunity Act was signed into law. As a direct result of this act, a Missing Persons Notification Procedure was created that addresses appropriate response to reports of missing students. The Missing Persons Notification Procedure applies to all students who reside in on-campus housing. All students who reside in on-campus housing must designate another individual as a contact. This contact will be notified by the University if the student is determined to be missing for more than 24 hours. Notification will be made to the designated contact and the appropriate law enforcement agency for students of any age who reside on campus and are determined to be missing for more than 24 hours.

The Missing Persons Notification Policy also covers emancipated students under 18 who reside on campus, and stipulates that the student's custodial parent or guardian must be notified within 24 hours after the student is determined to be missing. Many missing person reports, in the University environment, result from someone changing their normal routine

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Policies

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and failing to inform others of this change.

Students can take a proactive role in supporting the Missing Persons Notification Procedure by:

- Updating friends and family members with changes to e-mail, cell and other contact information
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your routine is
- Establishing a habit of "checking in" with family and friends on a regular basis
- Keeping emergency contact information up-to-date on a semester basis with your institution

Noise

Noise disturbances are considered serious disruptions of the academic environment. Students should respect the rights and requests of their neighbors. Noise should not disturb residents' study, sleep, etc. Yelling from windows or from balconies/patios is not permitted at any time.

Speakers are not allowed to be placed in windows without written consent of the Director of Housing, or the Director of Residential Life.

Standard-size pianos and organs are prohibited in the room or apartment. The use of electronic audio equipment

is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours. Disciplinary actions that may be taken to curb noise include restriction of visitors to the room, or relocation of the student. Excessive noise or repeated violations of the noise policies in the halls may result in disciplinary action, up to and including the loss of on-campus living privileges.

Outdoor Cooking

Outdoor cooking is limited to the designated grills in common areas only. Personal grills are not permitted. Outdoor cooking is NOT permitted in the Legacy Park patio/ balcony areas.

Parking Lots

All vehicles must be registered with the university and have a properly displayed parking permit. Any vehicles parked improperly or without the proper permit is subject to being ticketed and/or towed at the owner's expense. Tampering with parking gates is also grounds for criminal charges as well as university sanctions.

Noise disturbances in parking lots such as loud music, yelling from windows, horn blowing, etc. are prohibited. In addition, throwing balls or Frisbees, roller blading, roller skating, or skateboarding in any university parking lot is not allowed. All athletic activities must be confined to approved areas outside residential facilities.

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Legacy Park Parking

The Zone 23L Legacy Park visitor parking lot is limited in its capacity and must be regulated by the Legacy Park office. Visitors who request a parking pass must register as visitors with the Legacy Park office by providing a valid student ID (if student) or driver's license (if non-student). The parking pass will only be good for the day that it is issued. Visitors must be present in the apartment while the parking pass is displayed on their vehicle. Visitors may not register and receive a parking pass more than three (3) consecutive days or more than five (5) total days per semester.

Pets & Animals

Animals (dogs, cats, birds, snakes, fish, other reptiles and amphibians, etc), including visiting pets, are not allowed in the residence halls/ apartments. Students caught in violation of this policy will be subject to disciplinary action and possible eviction. A cleaning and flea treatment fee of \$300 will be assessed to students found in possession of animals in the residence halls/ apartments.

Service and Assistance Animals

Service and assistance animals, as defined by the Americans with Disabilities Act, will be permitted in the residence halls/apartments at the full responsibility of the owner/handler. All service and assistance animals must be

registered with both the Office of Disability Services and the Office of University Housing. Any incident or damage related to the conduct of the service animal will be the full responsibility of the owner/handler. The University will not assume responsibility for any action that is related to the handling or mishandling of the service animal. For more information on the animal registration process or to register a service or assistance animal, please contact the Office of Disability Services at (337) 482-5252 or ods@louisiana.edu; and the Office of University Housing at (337) 482-6471 or oncampusliving@louisiana.edu.

Prohibited Sexual Conduct

For a complete, official copy of the University Policy on Prohibited Sexual Conduct and its related procedures, see <http://policies.louisiana.edu/titleix>. For more details on what is covered by the Policy, including Prohibited Sexual Conduct, Retaliation, Prevention and Awareness Programs, Training, Clery Act Reporting, Campus Climate Survey, and Free Speech, see the official Policy. The following is a summary of certain portions of the Policy.

The University does not tolerate Prohibited Sexual Conduct. One aspect of Prohibited Sexual Conduct is Sexual Misconduct. Sexual Misconduct is a

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sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the Consent of the other person(s), or that occurs when the person(s) is unable to give Consent or whose Consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, Sexual Misconduct includes, but is not limited to, Sexual Assault, Sexual Abuse, violence of a sexual nature, Sexual Harassment, non-Consensual sexual intercourse, Sexual Exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express Consent of the persons depicted therein, as well as Dating Violence, Domestic Violence, and Stalking. The Policy also ensures that no member of the University community will be retaliated against for refusing or objecting to Prohibited Sexual Conduct, or making an allegation related to Prohibited Sexual Conduct. Note: each of the italicized words are terms defined in the Policy.

The University's Title IX Coordinator has primary responsibility for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Sexual Misconduct against individuals, including Sexual Harassment, Sexual Assault, rape, and Sexual Exploitation,

can be a form of sex discrimination under Title IX.

There are a number of methods for reporting Prohibited Sexual Conduct. A full list of reporting options, with information about the various levels of confidentiality involved in the different methods of reporting, is available at <http://titleix.louisiana.edu>.

In addition to Resident Assistants, Prohibited Sexual Conduct can be reported to:

Title IX Coordinator
Buchanan Hall, Suite 205
337-482-2921
titleix@louisiana.edu
<http://titleix.louisiana.edu>

Sanctions for violations of this Policy may include, but are not limited to, disciplinary action up to termination of employment, expulsion, rescission of contractual relationship, ban from campus, and other sanctions detailed in the Procedures related to the Policy. (<http://policies.louisiana.edu/titleix>)

Property Damage & Misuse

Damages

Residents are responsible for any and all damages incurred accidentally, carelessly, or maliciously to their room/apartment and any University Housing furniture and property. Residents will be expected to pay for costs incurred due to repair or

replacement of damaged items/
locations.

Vandalism

Vandalism refers to damage that is not considered routine and includes, but is not limited to, damaging residence hall/apartment property, graffiti, placing trash in the hallways, damaging bulletin boards and other destructive activities not appropriate for the on-campus community. Any incidents of vandalism should be promptly reported. Students who witness vandalism should report it to the residence hall/apartment staff or the UL Lafayette Police Department. Residents who vandalize residence hall/apartment property are subject to disciplinary action.

When responsible individuals cannot be identified, the cost of repair/replacement of damaged University property will be split among all residents of the floor, wing or building where the damage occurred. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall/apartment complex.

Damage charges will be posted to the resident's account. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of University Housing (Attn: Damage Appeal

Committee) within thirty (30) calendar days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted.

Room Keys

Room keys are property of the University and may not be duplicated. All keys are non-transferable. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited.

Lost keys are to be reported to the residence hall/apartment staff or to the Office of University Housing immediately. Failure to notify a staff member or the Office of University Housing of a lost key within 24 hours of the loss may result in disciplinary action. If a resident loses a key, he/she will be charged \$200.00 for labor and materials to replace the key and to re-core all locks associated with the lost key.

Anyone possessing or duplicating UL Lafayette keys without authorization will be subject to University discipline, including dismissal, and responsible for all lock change charges.

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Lock-out Policy

Students should have their keys and university Identification card with them at all times. Students who lock themselves out of their room/apartment may contact a residence hall/apartment staff member who will unlock the door after verifying the student's identity and room assignment. Students will be subject to a \$25.00 charge if a staff member has to unlock the door or provide access to a room/building, even for first time lock outs. The \$25.00 lock out charge applies to all doors (building entrance, suite, bedroom, closet, etc.).

Tobacco Use and Smoking

Tobacco use and smoking of any kind, including electronic cigarettes, is not permitted on campus.

Staff Entry into Rooms

The University reserves the right for University personnel to enter rooms for the following purposes:

- Maintenance—to check on and/or complete repairs, inspections, furnishings and inventory audits, sanitation, preventive maintenance, etc.
- Safety—to monitor for missing persons, illnesses, safety, violations of residential, University regulations and/or other rules & laws, etc.
- Welfare—to conduct any search whenever it is felt that the community's or individual's welfare is of concern.
- Inspections—to ensure residential facilities are being regularly and properly cleaned and maintained. Although not required, the University will normally attempt, as a courtesy, to notify the resident(s) when University personnel have entered or plan to enter their living quarters. An inspection is made of all rooms and apartments at the beginning of each semester and periodically throughout the year. The resident(s) may or may not be present during the inspection. Staff members have the authority to enter the room/apartment even if the resident(s) is/are not home at the time of the inspection.
- Room Search—The Director or Associate Director of Housing, or the Director of Residential Life shall determine if reasonable belief of policy violation and/or imminent harm sufficiently exists to search a student's room or apartment. If reasonable belief is determined, the student will be informed of the basis for the

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Policies

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search. If possible, the search will be conducted in the student's presence. However, the student's absence will not prohibit a search. A student living in University residential facilities is not immune from a legal search by law enforcement officers.

The University reserves the right to enter residents' rooms to address emergency situations, make repairs, provide pest control, and enforce regulations. Staff members will knock on the door first—if no one responds, staff will identify themselves and then enter the room using a master key. If a room is unlocked and the occupants of the room are not present, the RA staff, Housing staff, or Facilities Management staff member(s) will lock the room when they leave. Residents will be responsible for lock-out charges. The University is sensitive to the privacy of students living in campus housing. However, the relationship of the University to the student is not defined as that of landlord to tenant.

Stairwells

Coronna & Bonin Halls

- Residents may utilize the stairwell across from the elevator at any time.
- Access to stairwells on each wing will be RESTRICTED between the hours of 12:00 AM and 8:00 AM. Residents may use these stairwells between 8:00 AM and 12:00 AM.
- Alarms on these doors will sound until reset by a staff member.

Baker & Huger Halls

- Residents may only use the stairwells to which they have been given card access.
- Unauthorized entry to stairwells, as well as accessing adjacent halls, floor, or wings, will carry the same sanctions as those for unauthorized entrance to a University building or misuse of emergency exits

Conference Center

- Residents may utilize the stairwell near the elevators at any time.
- Access to all other stairwells from the 2nd, 3rd, and 4th floors of the building is RESTRICTED AT ALL TIMES.

Street Signs and State/ Local Property

It is illegal to possess and/or display any stolen street or traffic signs or other municipal, county, state, and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will face disciplinary action, and law enforcement officials will be advised about the signs.

Residents and guests are expected to comply with all Office of University Housing, Residential Life, or University signs and notifications. Tampering or removal of Housing, Residential Life or

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University signs is prohibited and may result in disciplinary action.

Trash Disposal/Removal

Residents are responsible for removing trash from their rooms or apartments and placing it in the proper receptacles provided within their building. Designated "Trash Rooms" or dumpsters are located in or near all housing facilities. Residents must bring large trash items and excessive trash to exterior dumpsters. Per Fire Safety regulations, trash or trash bags may not be placed in residence hall corridors, stairwells, common areas, outside apartment doors or on balconies.

Trash receptacles in courtyards and common areas of housing facilities are designed for smaller, individual items (i.e., candy wrappers, single drink containers, etc.). Residents should not fill these small receptacles with bags of trash from their apartments or rooms.

Tampering with Fire Equipment/ False Alarms

Tampering with fire protection equipment and systems violates State and Federal fire safety laws, and may result in criminal charges in addition to University sanctions. Pulling a fire alarm or discharging fire extinguishers outside of a real emergency situation is a felony. The cost of re-charging discharged extinguishers and replacing damaged equipment in the event of a

false alarm may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be tampering or disabling smoke detectors will be subject to disciplinary action.

In the event of a fire extinguisher discharge in response to an actual fire, the discharged extinguisher must be reported to the Housing Staff immediately to ensure the extinguisher is refilled.

Theft

Theft greatly disturbs the on-campus living environment. The University cannot assume responsibility for students' personal belongings or for any damages to personal property. This refers to all areas on campus and to personal property taken off campus in connection with a University function.

Personal items of value such as phones, electronics, computers, televisions, jewelry, etc. should be properly insured through the student's personal insurance policy. Insurance coverage for students' property is not included in or available through the University's institutional insurance coverage. Personal property should be marked for identification. Serial numbers and other identification information for electronic equipment and other personal property should be recorded and filed for reference purposes.

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It is the students' responsibility to lock the door(s) and window(s) of their room/apartment. Students should never leave a key for other

student(s) to use to get into a suite/apartment.

Vehicles should be locked, and books, bags, and other personal property should not be left in plain sight on seats and floor of vehicles.

Personal property accidentally left behind in residence halls or apartments after the closing of campus housing may be reclaimed up to seven days after departure. After that point, all remaining items become property of the University of Louisiana at Lafayette and will be disposed of at the discretion of the University.

Students should promptly report incidents of missing or stolen items to the UL Lafayette Police Department. Anyone caught stealing or found to be in possession of stolen items will be subject to criminal charges and disciplinary action through the University, including removal from the residence halls/apartments.

Violence Free Workplace

The University has adopted a Violence Free Workplace Statement that relates to the entire campus, including the living and learning environment in the residence halls/apartment complex. All students in residence halls/ apartments are expected to show respect for one another, recognize personal privacy and safety, and maintain civility at all times. Further information about the Violence Free Workplace Policy may be obtained through the Office of the Dean of Students.

Weapons

The UL Lafayette campus is a designated Weapons Free Zone. Firearms of any kind, bullets or other ammunition, knives with blades longer than four inches, switchblades, arrows, oriental weapons, spear guns, BB guns, airsoft guns, water guns, or any type of weapon projectile launchers, etc. are not allowed in any hall areas, including parking lots. Possession of a weapon may result in immediate termination of a student's contract and legal action by University PD. Additionally, violation of this policy in any form will result in immediate suspension in accordance with the Code of Student Conduct and Appeal Procedures.

Personal Safety Items

Residents are allowed to possess items such as pepper spray and mace for personal safety within on-campus residential communities. These items may only be used for personal protection.

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Items may not be used to intimidate or harm another person within on-campus residential communities or on the ULL campus.

Windows

Residence hall/apartment windows should not be used for entering or exiting the building/apartment. Talking/yelling from, or throwing any item from windows is strictly prohibited. Any window allowing access to a residence hall/ apartment must be locked or secured by the occupant of that room/ apartment. It is not permissible to hang or display anything in or on the windows that may be viewed from outside the building other than curtains or blinds.

Safety on Campus

UL Lafayette strives to provide a safe campus for all students. The UL Lafayette Police Department monitors all areas of the campus day and night with uniformed officers, plain clothes patrol, police units, and foot patrols. The UL Lafayette Police Department also has a mountain bike patrol for additional security on campus.

The Office of Residential Life works closely with UL Lafayette Police Department and maintains the UL Lafayette Dean on Call policy, which designates a professional staff member from Student Affairs who is available to students 24 hours a day, 7 days a week. The Dean on Call can be contacted

through the UL Lafayette Police Department.

The Code Blue Emergency System also offers direct contact with the UL Lafayette Police Department from several locations across campus. These lighted poles offer added security to students on campus day and night.

Security

All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to University Police, hall staff, Residential Life, and/or the front desk staff.

To provide a more secure environment, students:

- Should be attentive to persons and activities around them
- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors and automobiles
- Should not remove window screens
- Should not leave windows open or unlocked
- Should not permit unknown persons to enter housing areas
- Should not open doors to strangers
- Should not keep valuables in open view in living area
- Should mark all valuables and personal property with identification

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- Should record all identification information (e.g. serial numbers) and keep in a secure location
- Should not keep valuables, back packs, and textbooks in plain view in automobiles

Emergencies

For medical emergencies, fires, and other emergency situations, students should call or contact the UL Lafayette Police Department (**337-482-6447**) or a hall staff member immediately. Emergency evacuation routes for all areas are posted in each room of the residence halls. In the event of an emergency, students should follow evacuation routes and procedures.

Emergency Communications

In the event of a residence hall/apartment or campus wide emergency, the Office of University Housing and the University will use various methods to communicate with students. In most incidents, emergency communications will provide instruction on Shelter in Place or Emergency Evacuation.

Fire Safety and Fire Drills

All occupants of a building (residents and guests) must immediately evacuate the building, utilizing the nearest exit (including emergency exits), when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Residence Hall Staff on

site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident's presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action. The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action.

Evacuation Sites:

- Rose Garden
 - Bonin Hall evacuates to the inside courtyard (Green Space next to the Student Union)
 - Harris Hall evacuates to the front of Hamilton Hall
 - Coronna Hall evacuates to the front of Hamilton Hall
- Taft Street
 - Baker and Huger Halls evacuate to the parking lot in the rear of Hamilton Hall

- Southwest Main
 - Conference Center evacuates to the sidewalk across the street (along the side of Montgomery Hall)
 - Legacy Park evacuates to the center of the back parking lot for all buildings

Health and Safety Inspections

To ensure the health and safety of all residents, health and safety inspections are completed on a monthly basis.

Residents are provided with at least 72 hours of advance notice via hall postings. Resident Assistants and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

- Inspections of each apartment will be conducted and a copy of the evaluation form will be left in the room/apartment
- If there are conditions which are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours, when a follow-up inspection is conducted
- If the same or similar condition(s) exist during the second inspection, the resident(s) will face additional administrative action and fines
- Repeated violations of health or safety standards may result in removal from the on campus community

Lock Changes

If a resident loses his/her key, he/she will be charged the amount to re-core all locks in the room/suite. (\$200.00 for Baker, Bonin, Coronna & Huger Halls; \$100.00 for Conference Center and Harris Hall). Residents should not leave doors unlocked or rely on their roommate/suite mate if a key is lost. Residents will be charged for a lock change regardless of when the lost key is reported.

Room Keys

Room keys are property of the University and may not be duplicated. All keys are non-transferable. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited.

If your key is lost, please report this immediately to the building staff. Lost keys are to be reported to the hall staff or Office of University Housing immediately. Failure to notify a staff member or the Office of University Housing of a lost key within 24 hours of the loss may result in disciplinary action. If a resident loses a key, he/she will be charged \$200.00 for labor and materials to replace the key and to re-core all locks associated with the lost key.

Anyone possessing or duplicating UL Lafayette keys without authorization will be subject to University discipline, including dismissal, and the lock change charge.

Security Cameras

Security cameras have been placed in most of the residence halls and parts of the apartment complex to assist in policy enforcement and to monitor the living environment for the students. Any violation recorded on the cameras will be considered for administrative action through the conduct process, and/or legal action through University Police.

Tampering with security cameras will result in disciplinary action, which could result in eviction from the residence hall/ apartment, suspension from University of Louisiana at Lafayette, and/or criminal action through University Police.

Student Identification

For safety and security in the on-campus community, students must carry a valid UL Lafayette student ID at all times. The UL Lafayette student ID is property of the University, and it must be produced upon request by any University official: Hall Staff, Area Coordinator, Deans, UL Lafayette Police Officers, Faculty Members, and other University employees. UL Lafayette student ID cards are non-transferable. Students should not allow others to use

their ID card. Students should immediately report loss/theft of student ID to the Cajun Card office.

Violence Free Workplace

The University has adopted a Violence Free Workplace Statement that relates to the entire campus, including the living and learning environment in the residence halls/apartment complex. All students in residence halls/apartments are expected to show respect for one another, recognize personal privacy and safety, and maintain civility at all times. Further information about the Violence Free Workplace Policy may be obtained through the Dean of Students Office.

Weapons and Drugs

The UL Lafayette campus is a designated Drug Free and Weapons Free Zone. Firearms of any kind, bullets or other ammunition, knives with blades longer than four inches, switchblades, arrows, oriental weapons, spear guns, BB guns, airsoft guns, water guns, or any type of weapon projectile launchers, etc. are not allowed in any hall areas, including parking lots.

Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician of over the counter and/or prescription medication is also prohibited. Any substances that smell, appear, or otherwise can be perceived as marijuana or any other illegal substances are strictly prohibited

in all hall areas. All students are expected to read and be aware of the University's policy on drugs and other substances as outlined in the general regulations and policies section of the Code of Student Conduct.

- Cypress Lake Dining Room
- Jazzman's Café is located at Edith Garland Dupre' Library
- Café Fleur De Lis is located near Legacy Park Apartments and features a Convenience Store, Quizno's Subs, Ragin' Cajun Grill, Louisiana Wok, Chef's Feature, Pizza, and Simply to Go



Services & Amenities

Cable Television

All residence hall/apartment rooms are equipped with cable TV service provided by Cox Communications. Channel listings can be found on the Cox website. Students should report poor reception or loss of service to 337-456-4306.

- Ragin' Cajun Food Court is located inside the Conference Center and it features AFC Sushi, Chick-Fil-A, Pizza Hut Express and Simply to Go
- Zeus "Fresh Food On The Go" is located in the "On the Geaux" building near the Stokes Parking Garage and Griffin Hall

Dining Services

The Dining Services Office offers a wide variety of food choices for students. Students who live in a university residence hall or apartment are required to purchase a meal plan that they may access using their ID card. The Meal Plan balance may be used at the Main Cafeteria and at all University operated retail locations on campus. We offer "all-you-care-to-eat" or buffet-style dining in the Cypress Lake Dining Room. Weekly menus can be found on the Dining Services website.

Food Locations

- Resident Dining Cafeteria is located in the

Game/ Workout Equipment

The on-campus housing support building (Randolph Hall) has game room equipment including table tennis and paddles, available to on-campus residents. It also has an aerobics room with fitness equipment including treadmills, elliptical machines, and weight machines. Residents who damage or destroy equipment, except for normal wear and tear, will be held responsible for replacement costs and may be subject to disciplinary action.

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Housekeeping

Housekeeping is performed on a daily basis bi-weekly (Monday-Thursday) with limited cleaning on Saturdays and Sundays. In the residence halls, the Office of University Housing employs custodial workers who are responsible for the general cleaning in all common areas, including lobby areas, bathrooms, hallways, and stairwells. It is the responsibility of each resident to keep his/her room in an acceptable state of cleanliness. You are responsible for cleaning your own rooms.

In Legacy Park apartments, custodial workers are responsible for the general cleaning of the breezeways and grounds of the complex. Legacy Park residents are completely responsible for the upkeep of the inside of the apartments and for bringing trash to the designated trash dumpsters. Failure to do so will result in a \$50 per trash bag charge on the student's account.

All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e. lounges, computer rooms, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. Food preparation in the residence halls should be confined to designated kitchens specifically equipped for such activity. Housekeeping staff will not clean dishes left in community kitchens.

The University reserves the right to check rooms/apartments regularly to determine if unsanitary or unsafe conditions or unreported damage exist. If such conditions exist, residents will be expected to correct the condition(s) immediately.

Although the residential areas are treated for pests by professional exterminators on a regular basis, cleanliness is the best form of pest control and the elimination of possible breeding grounds. Empty cans, bottles, and other trash should be discarded immediately and in proper receptacles.

Laundry Rooms

Laundry rooms are available in all residential areas. These coin-free washers and dryers are accessible to residence hall students only. Students should report problems with service to the Hall Staff. All students are encouraged to remain with their laundry at all times to avoid theft. The University is not responsible for lost, stolen, or damaged items.

Maintenance

The Office of University Housing, along with Facilities Management, is responsible for residence hall/apartment maintenance needs. Only UL Lafayette staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs,

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and will be charged for any damages to their room not present at move-in.

Any maintenance needs to your living unit or community area should be immediately reported. Problems may be reported to any of the hall staff in the respective halls or to the Office of University Housing. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering.

In an effort to be most efficient, maintenance requests are prioritized with safety being the primary concern. Students should report any maintenance problems to their respective front desk agent or self-report the issue utilizing their maintenance tab on the housing portal.

In the event of a maintenance emergency:

- Self-report any issues utilizing the maintenance tab located on the housing portal
- Contact the front desk agent of your building
- During normal office hours, Monday through Friday, residents should contact the Office of University Housing at 337-482-6471 to report the issue
- After business hours, contact the RA on duty for emergency maintenance

Maintenance issues that are considered EMERGENCIES include:

- No heat
- No light in the main bedroom
- Power outages that impact an entire apartment, floor or building

- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

Parking on Campus

All students wishing to park on campus must purchase a parking permit from The Office of Transportation Services. Parking is available in specified areas and in campus lots. Visitors should park in one of the campus pay lots. Designated handicapped parking spaces are available across campus. Any vehicle parked improperly or without the proper permit is subject to being ticketed and/or towed at the owner's expense. Residents must follow and adhere to all parking rules and regulations.

Shuttle Service

For student safety, the University provides a night shuttle service provided by the UL Lafayette Office of Transportation Services. The shuttle runs from Bourgeois to main campus during designated hours of service. Students in need of the night shuttle can call 337-482-5305.

Student Health Services

The University operates a free clinic with several doctors, nurse practitioners

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and nurses on staff. The Student Health Services staff routinely see students or schedule appointments. All students need a valid UL Lafayette ID to be seen by medical personnel.



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Telephones

The University provides its own telephone service, which includes a voice mail system that is available to students upon check-in. Students must supply their own touch-tone phones. Local calls can be made free of charge. When dialing most off-campus numbers within a 25-30 mile radius, dial 9 + the seven-digit telephone number. On-campus extensions can be reached simply by dialing 2 + the last four digits of the telephone number. Long distance calls may be placed only with the use of a calling card or by calling collect. Collect calls should not be accepted in the residence

halls/apartments. All charges associated with collect calls will be assessed to the student.

Vending Machines



Vending machines are available in each residence hall. Some machines operate with cash only. Any malfunctions or interruptions in service should be reported to the staff immediately and by calling the 800-number associated with the vending machine.

Wireless Internet Access

UL WiFi is a secure wireless campus network that provides a dedicated internet connection for students living in the residence halls/ apartment complex. A direct network connection allows fast and easy access to campus resources and the internet. For more information, please contact the help desk at 337-482-5516

providing one's card for use by another individual to gain access to UL



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Processes & Procedures

Access Your Building/Apartment

All residence halls are equipped with door access controls. Residential students must use their UL Lafayette student identification card (Cajun Card) to access the residential areas or apartment for which they have approved access. All residents must swipe their Cajun Card at the card reader each and every time they enter the residence halls or apartment to record their entry into the building. Residents must swipe their card even if the door has been opened by another individual's card swipe. Use of another student's identification card and/or

Lafayette residential facilities is not permitted. You MUST use your Cajun Card to access the building. You must also present your Cajun Card to the desk worker or night guard each time you enter the building, or when asked to do so by a University official (i.e. Resident Assistant, staff, faculty, or University Police.) You, and your guests, may only enter the building through designated entrances adjacent to the lobby area. Guests must be registered according to the "Guests/Visitation Policy." Exits marked as "EMERGENCY EXIT ONLY" are not to be used to enter or exit the building on a regular basis.

Assignments

Assignments are made by the Office of University Housing staff and are subject to change. New and returning students are assigned a room/apartment on the basis of the date their completed applications and fees are received by the Office of University Housing, and the campus neighborhood to which the student will be assigned. The assignable neighborhoods are: Rose Garden Area (freshmen), Taft Street Area (sophomores/juniors), Conference Center and Legacy Park (upperclassmen and graduate students). Roommate requests for new and returning students must be mutual and need to be made by the time rooms are assigned. All assignments are made according to these priorities. If a student does not request a specific roommate, the student will be matched with a roommate by the staff. Room assignments will be for the Fall and Spring semesters, unless the room is unavailable due to repairs, renovations, or disciplinary actions.

Cancellation/Withdrawal

You will be required to submit an Application for Contract Release Form for any request to cancel your contract, in writing, signed and dated, to the Office of University Housing. The Application for Contract Release will be reviewed and approved or denied by the Office of University Housing. Only applicants who can show highly exigent circumstances will be approved for contract release. If an application is denied, rent and meal fees will be assessed for the duration of the contract period. If a student feels the decision is unfair, an appeal can be heard by the Housing Appeals Committee.

If an application is approved, fees will be assessed according to the University refund schedule in the Schedule of Classes and on ULink as outlined below:

Academic Year Application (Fall and Spring)

- Prior to 2 weeks before class begins—forfeit deposit, \$250 cancellation fee
- From 2 weeks before classes begin until 7th class day—forfeit deposit, \$500 cancellation fee
- 8th class day until end of fall semester— forfeit deposit, follow university refund schedule (on ULink) and \$250 cancellation fee for Spring

Spring Semester Only Application:

- Beginning of Spring semester until 14th class day—forfeit deposit, \$250 cancellation fee
- 15th class day until end of spring semester—forfeit deposit, follow university refund schedule (on ULink)

Summer Session Application:

- Prior to 2 weeks before classes begin—
forfeit deposit, \$250 cancellation fee
- From 2 weeks before classes begin until
7th class day—forfeit deposit, \$500
cancellation fee
- 8th class day until end of summer
session—forfeit deposit, follow university
refund schedule (on ULink)

Special Circumstances:

- If you are graduating during the contract
period or are academically ineligible to
return—deposit forfeited. No cancellation
fee
- Move out as a result of disciplinary
action—payment in full for duration of
contract is due
- Move out for the convenience of the
University—prorated fees as of move out
date

Check-In Inspection

At check-in, the resident will be asked to thoroughly inspect their assigned room/apartment and note the condition of the room, furniture, fixtures, and appliances within the room on a Room Condition/Inventory Report. The resident will be held responsible for any damage(s) and/or change(s) in the condition of the room not previously indicated on the Room Condition/Inventory Report.

Room Condition/ Inventory Report

The Room Condition/ Inventory Report states the condition of the residence hall room/apartment including furnishings. The student receives this

online form or the physical document when s/he moves into the room/apartment and is expected to inspect the room/apartment and review the report. If the student finds any changes in condition and/or omissions, the student should note these in the appropriate area of the report. The student should complete the online form and/or return the signed report to the hall staff of his/her assigned residence hall/apartment. The report is kept on file until the student moves out of the room/apartment. At that time, the report is used to inspect the room/apartment. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the report at check-in.

Check- Out Process

When you change rooms or move from the residence halls/apartments, you must properly check out with the hall staff, Building Manager or Front Desk Agent. If a student fails to check out properly, the student can be charged for the entire semester and forfeits the room deposit. Students wishing to leave during a semester must complete a contract release request form found on the Housing website. However, submitting a contract release request form does not guarantee release from the housing contract. If resigning, the student must present a University resignation card for the Director of Housing to sign. The room must be

clean and swept, with all of the student's belongings removed. After inspecting the room according to the Room Condition Form, the Community Director will collect the key and give the student the check-out slip. Parking stickers must be removed and returned to the Office of Transportation Services for a proper check-out. To find out if you are eligible to receive your deposit, the check-out slip is then returned to Housing with a pictured ID.

If resigning, the student must present a University resignation card for the Director of Housing to sign. The room must be clean and swept, with all of the student's belongings removed. After inspecting the room according to the Room Condition/ Inventory Form, the Community Director will collect the key and give the student the check-out slip. Transportation Services must be notified for removal of parking privileges for a proper check out. To find out if you are eligible to receive your housing deposit, the check-out slip is then returned to Housing with a pictured ID.

Check-Out Inspection

All residents are expected to leave their room in at least the same condition as when they checked in. Students have two options to check out:

- Express check out
- Schedule an appointment with the hall staff or building management

A staff member will compare the current condition of the room to the condition noted on the room's Room Condition/Inventory Report which was completed when the student moved into the room. The room must be cleaned and free of all personal belongings prior to being reviewed by staff. The resident may be held responsible for damage(s) and/or change(s) in the condition of the room not previously indicated on the Room Condition/Inventory Report. If you should choose express checkout, you waive the right to appeal any charges under \$500.00. Only professional Office of University Housing/Residential Life staff may determine and/or assess fines or charges. Students who do not properly complete the check-out process will be fined.

Things to do when moving out:

- Remove decorations and decorating materials from all surfaces (walls, doors, windows, desks, shelves, dressers, etc.)
- Remove all personal belongings
- Empty and clean closets, cabinets, drawers and counters
- Take all trash to designated "trash rooms" for proper disposal
- Sweep and mop floors
- Remove all items from and clean University provided refrigerators and microwaves
- Dust all furniture, blinds, and windowsills

Express Check-Out

Express check-out is available to all students living on campus. This is the process by which you are able to deposit your key enclosed within an express check-out envelope into the express check-out box located near the front desk of your hall. NOTE: By choosing express check-out, you agree to pay all damages, missing furniture, cleaning charges, etc. that apply after the room is inspected. Also, if you choose to do express check-out, charges under \$500.00 cannot be appealed. An express check-out envelope can be retrieved from the front desk. If you do not wish to utilize the express check-out procedure, you must pre-schedule a check-out day and time with your Community Assistant. Because there are often hundreds of check-outs happening at once during busy times, it is important to pre-schedule your check-out. You must still follow the same guidelines as for a staff check-out.

Damages

Damage to a room/suite/apartment is the responsibility of the residents of that room/suite/apartment. Any resident or guest who causes damages or allows damages to occur in a student room/suite/apartment or in or around the halls will be required to pay for the restoration of that area. If it cannot be established which resident caused or allowed the damage in the room/suite, all residents of the room/suite will be held equally responsible for the cost of

repair. Students assigned to rooms assume the obligation of having received the room/suite and all its furniture and fixtures in good condition.

A Room Condition/Inventory Report, indicating the condition of the room must be completed by the resident before moving all his/her belongings into the room/suite. Any damages found in the room/suite and not recorded by the resident on the room condition form will be assumed to have occurred after the resident checked in. The resident will be charged for the damage. Repair and replacement costs can be substantial. Department administrators determine repair or replacement costs. Only Housing staff can authorize repairs or modifications in the residence halls/apartment complex.

Eligibility for living on campus

To be eligible to continue living on campus, residents are required to enroll for a minimum of 12 hours each Fall and Spring semester. For the summer session, you must enroll for a minimum of 3 hours and/or have a signed contract for the next academic year. Residents enrolled for less than the minimum number of hours must request a waiver in writing and receive approval from the Office of University Housing in order to live on campus. Failure to attend classes regularly is grounds for removal from the residence hall/ apartment. Residents must pass or receive an IP grade in 6 or more semester hours to be eligible to reside on campus during their next term of enrollment at UL Lafayette. Exceptions may be given after consideration by the Director of Residential Life or Director of University Housing.

E-mail

E-mail is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail communications will be received and read in a timely manner. The student's official e-mail address is the destination to which the University will send official e-mail communications.

Eviction

Eviction from campus housing may occur due to, but not limited to, failure to pay housing or other charges when due, failure to be enrolled, violations of any University policy, and/or academic or disciplinary suspension from the University. Students evicted due to a disciplinary matter or failure to pay one's University account will receive no refund or reduction of housing or meal charges and will forfeit the housing deposit.

The following is a partial list of violations for which exclusion or eviction may result. This list is not all inclusive, but rather is intended to give some examples of serious violations:

- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials
- Possession or use of illegal drugs or bulk alcohol
- Tampering with fire-safety equipment
- Physical abuse of others or self, including assault, sexual assault, or suicide attempts
- Threats of violence to others or self, including physical threats, sexual harassment, or suicide threats
- Throwing or dropping objects from or at a building
- Repeated violation of policies or regulations

Failure to Meet Financial Obligations

Residents are required to make room and board payments on time and in the appropriate amounts, according to their contract and their choice of room and board payment plans as indicated in the contract. Failure to make the

appropriate payments by the due dates will subject students to having their meal ticket cancelled and/or being evicted from the residence hall/apartment. Locks may also be changed to prevent a student who is delinquent in payments from re-entering the room. If such a lock change is made on a double occupancy room, the roommate of the delinquent resident should see the Community Director for a new key. The roommate should not cooperate with a delinquent resident in allowing him/her to continue to reside in the residence hall/apartment. Any resident aiding a student who has been locked out or evicted by the University will be subject to disciplinary action and possible eviction.

Freshman Residency Requirements

Recognizing the influence that living within the residence halls can have on a freshman student, UL Lafayette requires that all freshman students live on campus. In support of a student's holistic development, the Rose Garden Neighborhood has been set aside for freshmen to facilitate personal and academic growth.

UL Lafayette considers a freshman as a person who is attending college for the first time or is currently in his/her first year of college. Please visit the Office of University Housing website at

housing.louisiana.edu for more information.

Housing and Dining Services Contract

The contract with UL Lafayette Office of University Housing and Dining Services, which covers one academic year consisting of Fall and Spring semesters, is a legal and binding document. Renewal forms are required for summer semester. A new residence hall/apartment application and contract are required for every new school year, which begins in the Fall semester. All students are encouraged to read the contract and familiarize themselves with its contents. Students who violate the contract are not due a housing deposit or payment refund. Any questions regarding the contract should be addressed to the Office of University Housing.

Residents wishing to request cancellation of their contract must complete the [Housing and Dining Services Contract Release Request](#), which may be obtained on the Office of University Housing website (housing.louisiana.edu). Residence halls/apartments are operated on a room and board plan. All students living in the residence halls or apartments must pay for the two services. Any exceptions must be approved by the [Director of Dining Services](#) and the Director of Housing.

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As a term of the contract, The University of Louisiana at Lafayette has the authority to deny campus housing to individuals who have been convicted of crimes or have shown patterns of behavior that, in the judgment of the Director of Residential Life and Dean of Students, suggests that they could have an adverse impact on the educational environment and the health and safety of others.

Opening & Closing of Halls

The dates for the opening and closing of all residence halls/apartments can be obtained from the University. A limited number of halls may be open during the summer. Any student may be moved to another room or another residence hall/apartment for the summer if such a move is deemed necessary by University officials. In order to make the most efficient use of all residence halls/apartments, and in accordance with stipulations in the Housing contract, the University reserves the right to close any residence hall/apartment and move its residents to other buildings.

Payments

Residents must pay the total housing and meal plan amount due in full for each semester. **Payments are due as follows:**

Fall semester payment is due by the tuition deadline before classes begin and the Spring semester payment is

due by the tuition deadline before classes begin.

Residents may pay in installments:

- **Summer:** first installment is due by the tuition deadline before classes, last installment by July 1
- **Fall:** first installment is due by the tuition deadline before classes. Subsequent installments are due on September 1, October 1, November 1 and December 1
- **Spring:** first installment is due by the tuition deadline before classes. Subsequent installments are due on February 1, March 1, April 1, and May 1.

Reminders will NOT be sent being that your billing statement is available online. It reflects current activity on your housing account as well as the amount due. Housing charges for the Fall will be available for you to view and/or pay starting in July and Spring charges in December. Please refer to **housing.louisiana.edu** for a full listing of housing & meal plan rates.

Methods of Payment:

- **Cash or Check:** Make checks payable to the University of Louisiana at Lafayette and include your CLID/ULID on the check. There is a \$25.00 returned check fee on all checks with insufficient funds.
- **Electronic Funds Transfer:** The Electronic Funds Transfer (EFT) option allows the University to withdraw funds from your bank account upon your request via the ULink page. Set up your EFT payment from the web. Withdrawals normally take place within 24 hours but can take up to three business days to process. EFT payments returned unpaid are charged a \$25.00 returned check charge.
- **Master Card, Discover or American Express:** Payments by Master Card, Discover or American Express can be made

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Processes & Procedures

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online from your ULink page with an added convenience fee of 2.3% of the payment amount. The Office of University Housing and The Bursar's Office do not accept credit cards in person or over the telephone.

- **Financial Aid:** Unpaid housing charges will be automatically deducted from your financial aid each semester when your aid is released. Be sure to check your housing statement to see if a balance remains on your account after your financial aid has been applied. Any balance not covered by financial aid must be paid even if financial aid has not posted yet.

How to Pay:

- **In Person:** The Student Cashier Center in the Student Union accepts cash and checks
- **Online:** Go to the ULink page and pay by Electronic Funds Transfer from a bank account or by Master Card, Discover or American Express
- **Mail:** Put a check with the student's CLID written on it and payable to the University of Louisiana at Lafayette in an envelope and mail it to: Student Cashier's Center, PO Box 44444, Lafayette, LA 70504

Relocations and Consolidations

When deemed necessary by University officials, any student may be moved to another room/ apartment or another hall. In order to ensure the safety of students and make the most efficient use of all halls, the University reserves the right to close any hall and provide alternate accommodations in other buildings for its residents. Students who are without a roommate/suite mate for any reason in rooms or apartments and have not requested a paid single room (where available) may be required to

move to consolidate room occupancy. This policy ensures that all persons having the privilege of a single room are treated equitably.

Being required to consolidate means the student must either select a new roommate/suite mate or move to another room/apartment. Students may be given the option to choose their own roommate/suite mate if possible. The Office of University Housing is available to help by providing names of persons who need roommates/suite mates. Students may not select a change that places another student in the consolidation category. Students may select as a roommate/suite mate another resident who is currently without a roommate/suite mate, accept a roommate/suite mate selected by Housing, be reassigned to another room, or, if sufficient space is available, be given the option to pay for a single room. The choice must be made within one week of notification from Housing. Failure to comply may result in disciplinary action and additional fees.

If students fail to make their own arrangements or fail to request Housing & Residential Life administratively reassign them, the Office of University Housing reserves the right to assess the private room fee, to reassign them to another room/apartment, or to assign them a new roommate. Once the Office of University Housing has taken action,

the new assignment shall remain in effect for the rest of the semester.

Resignation and Suspension

Any student leaving the residence halls/apartments or the University for any reason must complete a contract release request form and follow the proper procedures for check-out. Separation from the University through resignation, academic suspension, or disciplinary action does not automatically terminate a student's residence hall/apartment contract. Housing charges continue to accumulate until the student has officially checked out of the residence hall/apartment room.

A student who is suspended from the University for academic reasons may not check into the residence hall/apartment unless an appeal of the suspension has been approved and officially granted. Any student who has resigned or who is leaving the halls for disciplinary reasons may not remain in the residence hall/apartment after the effective date of separation. Students leaving as a result of disciplinary action violate the Housing contract and are not due a refund.

Room Changes

Students wishing to transfer from one room/apartment to another room/apartment must request the transfer from the hall staff/apartment Community Director through the room change request form on the Housing Website. Room changes must be officially approved before any moving of belongings takes place. Students have 48 hours to move their belongings to the new room. Failure to move belongings to the new room within 48 hours will result in the student being charged for both rooms until a proper check out of the first room is completed with the hall staff. Moving without permission is not allowed.

Room Deposit Refunds

On campus students may receive a refund of the deposit by canceling their room reservations by the deadline date. For the Spring semester, reservations must be canceled by November 15; for the Summer session by April 15; for the Fall semester by May 15. Deposits for made by anyone canceling reservations after these dates for the respective semesters will not be refunded. Failure to check in properly by 8:00 a.m. on the first day of classes for the starting semester will result in the forfeiture of the room deposit and cancellation policy of contract being applied.

Refunds are available until the first day of the next semester. If the deposit has

not been claimed, it will be forfeited, unless a contract for a future semester is on file. Room deposit refunds are given at the end of the contract period upon proper check-out and submission of the check-out slip to the Office of University Housing.

Room Self Selection

[Insert info here]

Room Reservations

To reserve a room, a \$100.00 application fee and a \$100.00 damage and retention deposit are required. The deposit is retained by the University for the resident's entire period of occupancy. The deposit is refunded if the student checks out properly at the end of the contract period from the residence halls/apartment and qualifies for its return.

Room Types Available

Most residence hall rooms are suite-style double occupancy rooms, which accommodates two students per bedroom. Single private rooms are also available in the residence halls. Single rooms are designed to accommodate only one person per bedroom. Because of the limited number, single rooms are assigned based on the date that the application is completed via the online housing portal. Rooms for students with disabilities are also available.

Most apartments are two bedrooms

which accommodate one person per bedroom. Private apartments are designed to accommodate only one person. Because of the limited number, private apartments are assigned based on the date that the application via the online housing portal.

Semester Breaks

The Housing Room and Meals contract is for the Fall and Spring semesters; therefore, students are not required to move out during the time between Fall and Spring semesters. However, there is no food service provided during this break. For the break between Spring and Summer, housing is available. Students must apply to live on campus for the summer session to stay on campus between Spring and Summer semesters.

Special Needs

If you have any special circumstances, situations, or physical limitations which would affect your living on campus, you should contact the Office of University Housing and the Office for Disability Services. These offices will work with you to document and provide needed accommodations.

Summer Housing

Housing is available for summer session even if you are not enrolled in summer courses. However, you must have a signed housing contract on file for the upcoming academic year. Information on the available housing for summer school will be distributed prior to the end of the Spring semester.

Important Numbers

| | |
|-----------------------------------|--------------|
| Office of University Housing..... | 337-482-6471 |
| Office of Residential Life..... | 337-482-9072 |
| Cajun Card Services..... | 337-481-2273 |
| Campus Operator..... | 337-482-1000 |
| Dean of Students Office..... | 337-482-6266 |
| Financial Aid..... | 337-482-6497 |
| Food Services..... | 337-482-6179 |

Legacy Park Office..... 337-482-1438

Parking and Transit..... 337-482-6858

Student Cashiers..... 337-482-6385

Student Health Services..... 337-482-5464

Student Rights and Responsibilities..... 337-482-6373

