



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

Dear Resident,

Welcome to the UL Lafayette Residence Hall Community. We are proud of our unique and diverse campus, and we hope you will enjoy living in our halls.

This UL Lafayette Residence Hall Handbook contains important information about the residence halls and your role as a UL Lafayette student. In this booklet, you will find general information about campus life, important phone numbers, 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. Take advantage of the resources offered to you here at UL Lafayette. Good luck!

Greg Zerangue
Director of Student Personnel

Lisa Luquette Landry
Director of Housing



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

Table of Contents

General Information/Hall Standards	1
living on campus	1
residence hall staff	1
safety on campus	2
escort van service	2
housekeeping	2
maintenance FixLine	3
telephones	3
elevators	3
policies and regulations	3
student identification	3
alcohol	4
weapons and drugs	4
liability	4
violence free workplace	4
emergencies	5
fire safety	5
tampering with fire equipment/false alarms	5
smoking	5
incense or candles	5
noise	5
fireworks	6
windows	6
pets	6
electrical appliances and equipment	6
refrigerators	7
student/guest responsibilities	7
overnight guests	7
staff entry into rooms	7
sales and solicitation	8
theft	8
vandalism	8
room keys	8
unlock door policy	8
bicycles	8
parking lots	9
computer centers	9
laundry rooms	9
vending machines	9
cooking areas	9
cleanliness of rooms	9
cable television	9
game equipment	12
residence hall association (RHA)	12
posting materials in the halls	12

street signs and state/local policies	12
campus mail boxes	12
parking on campus	12
student health services	12

Terms of Contract 10

Room Information 13

housing and food services contract	13
opening and closing of halls	13
room reservations	13
types of rooms available	13
special needs	13
room assignments	14
relocations	14
room changes	14
housing for semester breaks	14
storage fee	14
abandoned possessions	15
summer school housing	15
failure to meet financial obligations	15
room deposit refunds	15
resignation or suspension	16
reserving a certain room	16
decoration and alteration of rooms	16
responsibility for damages	16
checking out	17

Notes 19

Important Phone Numbers 20

Fall 2004 - Spring 2005 Examination Schedule 21

Personal Property Inventory 22

UL Lafayette FixLine! 23

Campus Cable Stations 24

General Information/Hall Standards

Living on Campus

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

The Department of Student Personnel and the Department of 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. You can use our departments to obtain information and assistance for a variety of questions and problems that may arise.

There are nine residence halls on UL Lafayette's campus that accommodate approximately 1,800 to 2,400 undergraduate and graduate students each semester. Residence halls are grouped into two areas.

The halls in the female area are:

Baker-Huger, Bonin, Denbo, Evangeline, Harris, and Randolph

The halls in the male area are:

Bancroft, Conference Center and Stokes

The third floor of the Conference Center offers housing to graduate students. In addition, family housing for students is available at Cajun Village and Vet Village.

The residence hall community at UL Lafayette is designed to be a safe and positive living/learning environment for all students. In accordance with the university's purpose and mission, the departments of Student Personnel and Housing support a system of order that promotes academic development, individual growth, and personal achievement. **Students are responsible for all regulations and outlines in this handbook, in the university *Code of Student Conduct and Appeal Procedures*, in the university *Student Handbook*, and in hall or floor meetings.**

The following regulations are designed not to be all-inclusive, but to be a guide for students living in the residence halls. The university reserves the right to modify the regulations to best serve the students.

Residence Hall Staff

The UL Lafayette Residence Halls are jointly managed by the Departments of Student Personnel and Housing. The Housing staff includes the Director of Housing, Assistant Director, clerical personnel, and student office workers. The Student Personnel professional staff consists of the Director of Student Personnel, the Assistant Deans, and an Area Coordinator.

Student Personnel and 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 residence hall students. Student residence hall staff members are:

- | | |
|----------------------|---|
| Hall Directors | Hall Directors manage and supervise each residence hall. |
| Residence Hall Staff | Residence Hall Staff Members are assigned to individual floors in each hall. |
| Other Positions | Students also work in a variety of other positions ranging from Deskworkers to Lobby Supervisors. |

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 Department of Student Personnel 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.

Escort Van Service

For student safety, the Student Government Association sponsors an Escort Van service provided by the UL Lafayette Police Department. The van follows a central route during designated hours of service, making regular stops near all residence halls, the library, the Student Union, and other areas of the campus.

Housekeeping

Housekeeping is performed on a daily basis Monday through Friday with limited cleaning on Saturdays and Sundays. The Housing Department employs custodial workers who are responsible for the general cleaning in all common areas: the lobby area, bathrooms, hallways, and stairwells. It is the responsibility of each resident to keep his/her room in an acceptable state of cleanliness.

Maintenance FixLine (2-2FIX)

The Housing Department, along with the Physical Plant, is responsible for residence hall maintenance needs. In an effort to be most efficient, maintenance requests are prioritized with safety being the primary concern.

Students should report any maintenance problems to the UL Lafayette FixLine by dialing 2-2FIX (2-2349). This service allows for immediate reporting of all problems.

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

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.

Policies and Regulations

Students are responsible for complying with all policies and regulations as set forth by the university. In addition, students are expected to comply with all national, state, and local laws.

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

Student Identification

For safety and security in the residence hall community, students must carry a valid UL Lafayette student ID at all times. The UL Lafayette ID is the property of the university, and it must be produced upon request by any university official: Residence 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 report loss/theft of student ID to the UL Lafayette Police Department.

Alcohol

Alcohol (including beer or 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 alcoholic beverages in the residence hall or in a residence hall room is prohibited. Students in violation will be subject to disciplinary action. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in any residence 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 of or taken by university personnel.

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, water guns, or any type of weapon projectile launchers, etc. are not allowed in any residence hall areas, including parking lots.

Possession, consumption, sale, manufacturing, or furnishing of drugs or drug paraphernalia in the residence halls or any residence hall area is strictly prohibited. Students in violation will be subject to disciplinary action and immediate suspension from the university. Bidi cigarettes or any substances that smell, appear, or otherwise can be perceived as marijuana or any other illegal substance are strictly prohibited in all residence hall areas. Students in violation will be subject to criminal charges as well as disciplinary action and immediate suspension from the university.

Liability

The university is not responsible for loss in the residence halls 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 properties. This policy includes student rooms, storage rooms, parking lots, and all other residence hall areas during the semester and during semester breaks. The university encourages all students or their parents to have personal property insurance.

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. All students in residence halls 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.

Emergencies

For medical emergencies, fires, and other emergency situations, students should call or contact the UL Lafayette Police Department, the Dean on Call, or a residence 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.

Fire Safety

Familiarize yourself with the location of all fire exits and all fire extinguishers. If a fire alarm is sounded, remain calm, grab a towel, lock your door, and exit the building as quickly as possible. Use stairways rather than elevators. Never use elevators during fire alarms. Fire safety alarms and equipment are tested regularly each semester. The university reserves the right to conduct fire drills in all residence halls. In the event of a fire drill, all residents must exit the building immediately and follow any directions given by university staff.

Tampering with Fire Equipment/False Alarms

Any student or students responsible for discharging fire equipment or falsely activating fire alarms shall be sanctioned in accordance with the *Code of Student Conduct and Appeal Procedures* and may also face criminal charges. Emergency evacuation route maps are posted in each room of the residence halls. Student must not remove maps or face disciplinary action.

Smoking

Smoking is not permitted in any areas of the residence halls. Violations should be reported to the residence hall staff.

Incense or Candles

Fire codes prohibit lighting or burning incense, candles, or other flammables in residence hall rooms or areas. Students are not allowed to have incense, candles, or flammables at any time in the residence halls.

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 is not permitted at any time. 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, including the loss of on-campus living privileges. Radios, stereos, and televisions shall be used in such a manner as not to disturb anyone. Students are encouraged to use headphones and keep their doors closed. Disturbances may result in removal of the equipment from the building and possible loss of privileges.

Students should report noise and related problems to the residence hall staff so the staff can maintain reasonable noise levels and exercise consistent and fair forms of control.

Fireworks

The use or possession of firecrackers, rockets, or any other type of fireworks, ammunition, or explosive devices or substances is strictly prohibited in all residence hall areas. Students are not allowed to have the materials on campus or around residence halls at any time.

Windows

The windows of the residence halls are not to be used for entering or exiting the building. Talking from, yelling from, or throwing any item from windows is strictly prohibited. Any window allowing access to the residence hall is to be locked or secured by the occupant of that room.

Pets

Fish in small aquariums are the only pets allowed. No exceptions. Dogs, cats, birds, snakes and other reptiles, amphibians, etc. are not allowed in residence halls. Students keeping or attempting to keep any pet in the residence halls will be subject to disciplinary action.

Electrical Appliances and Equipment

Electrical appliances with open heating elements—hot plates, coffee makers, toasters, toaster ovens, sandwich makers, etc.—are not permitted in student rooms. Microwaves are not allowed in rooms, but microwaves are conveniently located in each building.

Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances—window air conditioners, large refrigerators, etc.—are prohibited. Outside antennas for TV's are not allowed.

TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, and stereos are permitted. All students should keep any electrical equipment or appliances at least one inch off the floor.

Extension cords of any kind may not be used in residence halls.

Power strips and surge protectors are acceptable for room use provided they have some type of circuit breaker or reset switch in their design.

Curling irons, blow dryers, hot rollers, and clothing irons must be unplugged from the wall when the room is unoccupied.

Receptacle splitters or expanders are also acceptable provided they plug in directly into the wall receptacle.

Refrigerators

Personal refrigerators in student rooms should not exceed 3.5 cubic feet, the normal dorm-size refrigerator. The university does not rent refrigerators to students. Local companies may provide refrigerators for rent each semester.

Student/Guest Responsibilities (Open House Policy)

UL Lafayette residence halls 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 improperly will receive additional charges from the Housing Department and be subject to disciplinary action.

You may have guests in your room; guests of the opposite sex are allowed only during designated Open House time periods. Students are responsible for their guests at all times. Guests must obey university and residence hall regulations. Babysitting in the residence halls is prohibited. Violations may result in guests being required to leave the building and/or additional disciplinary action.

Open House arrangements are as follows:

- A. One guest per resident.
- B. Guest must be at least 18 years of age.
- C. Guest must check in properly at the desk area of the residence hall.
- D. Resident must live in hall that he/she is checking guest into.
- E. Resident must escort guest at all times.
- F. Guest must use public restrooms (downstairs) in lobby area only.
- G. Guest may go to the resident's room only —no room hopping.
- H. Guest must use elevators only. (Except Rose Garden/Stokes Area.)
- I. Guest must carry pass at all times.

Overnight Guests

Students may have overnight guests of the same sex when space is available and arrangements are made with the Residence Hall Counselor/Hall Director. Residents assume responsibility for their guests. Babysitting is not allowed in the residence halls.

Overnight Guest arrangements are as follows:

- A. Resident must register guest at the front desk from 6:00-9:00 p.m.
- B. Guests must be at least 18 years of age.
- C. Only one guest per resident.
- D. Resident must be present in the room with guest at all times.
- E. Guests will be allowed to stay two consecutive nights on campus but no more than four nights per month.

Staff Entry into Rooms

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 residence hall staff, Housing staff, or Physical Plant staff will lock the room when they leave.

Sales and Solicitation

Sales and solicitation are prohibited in halls. Students should report all strangers and/or salesmen to the residence hall staff.

Theft

Theft greatly disturbs the residence hall environment. To guarantee personal protection of their belongings, students should always lock their residence hall doors. All students are encouraged to insure their belongings through a family's homeowner's policy, renter's insurance, or personal property insurance. 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.

Vandalism

Vandalism means reduced services or higher costs for you. Any incidents of vandalism should be promptly reported. Students who witness vandalism should report it to the residence hall staff or the UL Lafayette Police Department.

Room Keys

Room keys are property of the university and may not be duplicated. All keys are non-transferable. If your key is lost, please report this immediately to the building staff. If a resident loses a key and requests a lock change, he/she will be charged \$35.00 for labor and materials to replace the key.

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

Unlock Door Policy

Students should have their keys with them at all times. Students who lock themselves out of their room may contact a staff member who could then unlock the door. After the first time, students will be subject to a \$5.00 charge if a staff member has to unlock the door.

Bicycles

The university encourages all students to register their bicycles with the UL Lafayette Police Department. Bicycles may be stored in your room or secured in a designated bike rack area near each hall. Bikes should not be left or parked in hallways or stairwells, and they are not to be ridden in the residence halls. All bicycles must be removed from the residence hall areas at the end of the semester.

Parking Lots

Noise disturbances such as loud music, yelling from windows, horn blowing, etc. are prohibited. In addition, throwing balls or frisbees, rollerblading, rollerskating, or skateboarding in the residence hall parking lots is not allowed. All athletic activities are confined to approved areas outside the residence hall environment.

Computer Centers

Computer centers are located in all residence halls. Computer centers are available 24 hours a day. Students wishing to use computer facilities outside of the residence halls have access to the labs at the Conference Center and Stephens Hall 24 hours a day.

Laundry Rooms

Laundry rooms are available in all areas. These coin-operated washers and dryers are accessible to residence hall students only. Students should report loss of money or problems with service to the front desk. All students are encouraged to remain with their laundry to avoid theft. The university is not responsible for lost, stolen, or damaged items.

Vending Machines

Vending machines are available in each residence hall. All machines operate with cash only. Only lost money in the vending machines should be reported to the front desk. Refunds are issued at designated times by the building staff. Any malfunctions or interruptions in service should be reported to the staff immediately.

Cooking Areas

Every residence hall has designated areas for microwaves, and some contain kitchen areas. Food should not be left unattended at any time. Residents are responsible for keeping the kitchen areas clean after each use. For safety reasons, kitchens may be locked or microwaves removed if they are not maintained properly.

Cleanliness of Rooms

All residence hall students are required to maintain a maximum level of health standards in their rooms. Open food containers must be properly stored or disposed of in order to avoid attracting roaches or other pests.

Cable Television

All residence hall rooms are equipped with cable TV service which includes 70 channels. Channels are listed on page 24. All rooms also feature the UL Lafayette Learning Channel, an educational channel offering various tutorial services. Students should report poor reception or loss of service to 232-6323.

Housing Contract

Application deadline is June 15 for Fall semesters, November 15 for Spring semesters and April 15 for Summer sessions.

Applications received after those dates will be processed as long as space is available. Normal processing time will be three to five working days. This application must be accompanied by a \$50 non-refundable application fee, a \$100 prepayment toward room and board and \$50 damage and retention deposit. Students requesting a private room must include an additional \$300.00 as prepayment (a total of \$500.00). These special offerings will be assigned to students based on the date the application fee, deposit and prepayments are received. All prepayments and deposits must be made by students regardless of any Financial Aid (loans, scholarships; etc.).

Make check payable to “University of Louisiana at Lafayette.”

**Mail to: UL Lafayette Student Cashiers
Box 44444
Lafayette, LA 70504-4444**

**Or take to: Students Cashiers Center
Corona Hall, Room 102
Hebrard Blvd.
Lafayette, LA 70504**

Students will be refunded the \$50 damage and retention deposit upon proper check out through the Housing Office (Union #240) at the end of the contract period. Deposits are forfeited if reservations are not cancelled by June 15 for the Fall Semester November 15 for the Spring Semester and April 15 for the Summer Session.

The Student and the University hereby agree to all terms, conditions and provisions set out on the application, room and board rates and payment plans sheet, residence hall handbook, and all policies, rules and regulations now in effect, amended or enacted during the term of this contract. The Student hereby certifies that he has read this information and retained a copy for his file. This agreement is made in the City of Lafayette, Parish of Lafayette, State of Louisiana, on the date written below. Any prepayment and/or credits may be applied to any outstanding debt owed to the University before being applied to your account. This contract is legal and binding for the period set forth in this contract and is in effect when the executed contract, \$50 application fee, and \$100 room and board prepayment, and \$50 damage and retention deposit are received by the University.

1. Rates and Payments:

NOTE: The amount to be paid by the Student and the due date are determined by the “University of Louisiana at Lafayette Room and Board Rates Payment Plans.”

A. Plan #1: The Student selecting Plan #1 must render payment in full prior to or during the registration period but no later than 4:00 PM on the first day of class for each semester under contract agreement.

B. Plan #2: The Student selecting this plan will pay two (2) installments including an installment charge with the first installment payment due by 4:00 PM on the first day of class, the second payment is due in accordance with the “University of Louisiana at Lafayette Room and Board Rates Payment Plans.”

LATE FEE: A late fee of ten dollars (\$10) will be assessed for all payments made after the payment due date. The Student selecting Plan #1, and who does not pay in full by 4:00 PM on the first day of class, will be assessed the installment payment charge in addition to late fees.

The Student agrees and understands that failure to make payments under the conditions of this agreement and in accordance with the Housing Office policies and regulations can result in the cancellation of meal tickets and/or eviction from the residence halls. Furthermore, all cost associated with the collection of outstanding debts will be assessed against the student. All attorney’s fees, cost of court and other related fees caused by any legal action arising under this contract shall be assessed against whom the action is taken. **Students with prior semester/session debts will not be allowed to enroll in the University or live on campus until such debts are paid.** By signing this agreement the Student authorizes the University of Louisiana at Lafayette to deduct immediately from any balance of financial aid or cash in the Student’s account the total of all Housing charges due from this or previous semesters. The Student who is receiving a Guaranteed Student Loan agrees to pay any balance due upon receipt of such loan. The Student authorizes the University of Louisiana at Lafayette to deduct any Housing related debts from any College Work Study Funds payroll checks until the total amount due is paid. The Student by signing this agreement authorizes the University of Louisiana at Lafayette to withhold grades, future registration, transcripts, and if necessary, graduation, and to apply the Housing deposit to any outstanding Housing debt.

2. Assignment of residence halls space:

A. This agreement is for Housing and Food Service on the University campus but not for any specific room, floor or building. Assignments are made on a priority basis as follows: 1) break residents into break halls; returning students to other halls, 2) in-state residents, 3) out-of-state residents.

B. The Student agrees that the University has the right to reassign housing space and/or adjust the occupancy of rooms to maximize space utilization upon due notification to the Student. The Student further agrees that the University has the right to close any building or portion of such building for any reason deemed necessary by the University to include the conservation of utilities, staff and maintenance expense, etc. for any length of time determined necessary. This may be applied to holidays, semester breaks, summers or a portion of the calendar year.

The University, under compliance with the Civil Rights Act of 1964 and Title 9 of the Higher Education Act, does not discriminate on the basis of race, ethnic background, national origin, handicap, veteran status, or sex in any of its policies, practices or procedures. However, men and women will not be assigned to the same room or suite. The Housing Department will attempt to fulfill your request during the assignment process; however, the Student agrees to accept any other student as a roommate/suitemate. Transfers to other halls must be approved by the Housing Department.

3. Termination of the Housing Agreement

A. Termination

1. The Student who terminates his agreement prior to June 15 for the Fall Semester, November 15 for the Spring Semester or April 15 for the Summer Session, will receive a refund of his deposit and any prepayment unless he has stayed on campus for the week preceding this semester session.
2. The Student who selects to terminate his agreement after June 15 for the Fall Semester, November 15 for the Spring Semester or April 15 for the Summer Session, will forfeit his deposit.
3. No refunds will be made after the first day of class unless the following conditions are met:
 - a) The Student resigning from the University will be granted a refund according to the university refund schedule upon proper checkout from the Residence Hall and the Housing Department.
 - b) The Student remaining at the University but wishing to withdraw from the Residence Hall must apply for and be granted a Housing Release and if applicable (freshmen), an exemption. If the Contract Release is approved, room and board will be refunded (according to the university refund schedule), upon proper checkout with the Housing Department. The Student whose Contract Release is not approved but who elects to move out of the Residence Hall will be in violation of the Housing Agreement, and therefore, will not be eligible to receive a refund of room or meals.
 - c) The Student who is refused admission to the University will be given a refund of the \$50 damage and retention deposit if written notice of non-acceptance to the University is furnished the Department of Housing before the seventh class day of the semester and if the Student has not checked into the Residence Hall.
 - d) The Student leaving at the end of the contract period must apply for a refund of the \$50 damage and retention deposit by the 1st day of the next semester/session.
4. The Student evicted from the Residence Hall for disciplinary reasons will be considered in violation of the Housing Agreement and will not be refunded room, meals, or deposits made.

4. The University Reserves the Right:

- A. To enter any room for the purpose of inspection, repair, cleaning, inventory, pest control, fire, violation of housing regulations or Code of Student Conduct, or other emergencies.
- B. To change or cancel your assignment in the interest of order, health, discipline, or other administrative reasons and to forfeit all fees.
- C. To levy and collect charges for:
 1. Damages to room, equipment, building, and/or
 2. unauthorized use of any room, equipment, building and/or
 3. alterations of any room, equipment, building and/or
 4. special cleaning necessitated by improper or unreasonable care of room, equipment, building and/or
 5. disciplinary actions arising from violations of rules and regulations and policies of the residence halls or the Code of Student Conduct, and/or
 6. lost keys, and/or
 7. abandoned items.
- D. To change rates after thirty (30) days notification.
- E. To cancel this Agreement for outstanding debts to the University. The Student will be held liable for all debts accrued during the Housing Agreement period.
- F. To evict a Student from a Residence Hall for:
 1. Not being a full-time student unless special permission is granted by the Director of Housing.
 2. Failure to make payments under the conditions of the contract
 3. Disciplinary action as a result of behavior which:
 - a. violates residence hall rules and regulations or
 - b. violates the Code of Student Conduct or
 - c. possession of a firearm or any facsimile thereof (to include BB guns, etc.).
- G. To close any residence hall building or portion of such building for any reason deemed necessary by the University to include the conservation of utilities, staff and maintenance expenses, etc. for any length of time determined necessary.
- H. To dispose of abandoned items remaining in a residence hall 48 hours after the end of the contract period.

5. Rules and Regulations:

The Student agrees as a condition of this contract to comply with all University and Housing Department rules, regulations, and policies, incorporated herein by reference, which are now in effect or that are amended, or enacted during the term of this contract.

6. Loss of Property:

The University shall not be responsible for any losses or damages regarding any and all personal property of the Student, regardless of the cause (s) of said losses or damages. It is strongly suggested that all residents insure their personal property.

7. Utilities:

The University agrees to use reasonable care in furnishing utilities, provided that the University shall not be responsible for the failure to furnish utilities in an emergency situation (including but without limitations, heating, air-conditioning, water, gas, electricity, cable, telephone, sewer and garbage services) and the obligations of the Student under this contract shall not be affected by the failure of the University to provide utilities, nor shall any claim accrue by reason thereof.

Game Equipment

Residence halls may have gameroom equipment such as pool sticks that may be checked out from the front desk at designated hours during the week. You must have a current UL Lafayette ID to check out any equipment. Items checked out must be returned before the desk closes. Residents who damage or destroy equipment will be held responsible for replacement costs and may be subject to disciplinary action.

Residence Hall Association (RHA)

All students living in the residence halls automatically are members of the Residence Hall Association. Active members of RHA meet regularly to plan and coordinate programs and activities for residence hall students, and also contribute to the overall improvement of the halls and campus life.

Posting Materials in the Halls

Students may decorate in their rooms, but placing posters, signs, etc. in the hallways or in plain view outside the room is not allowed. All notices, signs, and information posted in the residence halls must be approved by the Department of Student Personnel. The residence hall staff may place materials on doors or on walls with permission from the Director of Student Personnel. Bulletin boards in residence halls are for the use of staff and university officials only.

Street Signs and State/Local Property

Displaying street or traffic signs in the residence halls is prohibited. Unauthorized possession of any state or local property is likewise prohibited.

Campus Mail Boxes

Students wishing to receive mail on campus may rent a mail box from the University Post Office. Mail boxes and postal services are not available in the residence halls.

Parking on Campus

All students wishing to park on campus must purchase a parking permit from Parking & Transit. Parking is available in specified areas and in several campus pay 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. All parking rules and regulations are enforced and must be adhered to.

Student Health Services

The university operates a clinic with a doctor 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 the medical personnel.

Room Information

Housing and Food Services Contract

The contract with UL Lafayette Housing and Food Services is a legal and binding document. All students are encouraged to read the contract and familiarize themselves with its contents. Students who violate the contract are not due a refund. Any questions regarding the contract should be addressed to the Housing Office.

Residence halls are operated on a room and board plan. All students living in the residence halls must pay for the two services. Any exceptions must be approved by the Director of Food Services and the Director of Housing.

Opening and Closing of Halls

The dates for the opening and closing of all residence halls can be obtained from the university. A limited number of halls may be open during the holiday breaks and the summer. Any student may be moved to another room or another residence hall for semester breaks if such a move is deemed necessary by university officials.

In order to make the most efficient use of all residence halls, and in accordance with stipulations in the Housing contract, the university reserves the right to close any residence hall and move its residents to other buildings.

Room Reservations

To reserve a room, a \$50.00 application fee, a \$50.00 damage and retention deposit and the necessary prepayment 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 from the residence halls and qualifies for its return. The prepayment is applied toward room and board charges for that semester. The Spring prepayment is not required for students that live on campus the preceding Fall semester. Therefore, an additional \$100 is required with the January payment.

Types of Rooms Available

Most residence hall rooms are regular double occupancy rooms, which accommodate two students. For an additional charge, private rooms are available in some residence halls. Private rooms are designed to accommodate only one person. Because of the limited number, private rooms are assigned based on the date that the application and appropriate payments are received by the Housing Office. Rooms for students with disabilities are also available.

Special Needs

If you have any special circumstances, situations, or physical limitations which would affect your living on campus, you should contact Housing or Student Personnel, or contact the Office of Services for Students with Disabilities.

Room Assignments

Room assignments are made by the Housing Office and Student Personnel and are subject to change. New and returning students are assigned a room on the basis of the date their completed applications and fees are received by the Housing Office. 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.

Your room assignment will be for the Fall and Spring semesters, unless the room is unavailable due to repairs, renovations, or disciplinary actions.

Relocations

When deemed necessary by university officials, any student may be moved to another room or another residence hall. In order to ensure the safety of students and make the most efficient use of all residence halls, the university reserves the right to close any residence hall and provide alternate accommodations in other buildings.

Room Changes

Students wishing to transfer from one room to another room in the same residence hall must request the transfer from the Housing Office. Room changes must be officially approved before any moving of belongings takes place. Students changing rooms must check out properly from one room before moving to another. Moving without permission is not allowed.

Housing for Semester Breaks

Housing is available between semester breaks. Students must be enrolled in the following semester in order to reside on campus during a break. Information about available housing will be distributed prior to each semester break.

Storage Fee

Students will be allowed to leave belongings in their closet for a \$75.00 storage fee provided they meet the following stipulations: were residents during the preceding semester **and** are registered for classes for the following semester/session **and** are returning to the same room for the following semester/session.

Failure to return to the residence hall by the second day of check-in for the following semester will result in an additional storage fee of \$20.00 per day. The university is not responsible for the safety or storage of items left by students in the room or halls. Students are encouraged to provide their own padlocks. The university will dispose of abandoned items 48 hours after the end of the contract period.

Abandoned Possessions

Safety and storage of items left by students in rooms or halls are not guaranteed by the university. The university will dispose of abandoned items 48 hours after the end of the contract period. Bicycles left in residence hall areas after the contract period ends will be removed and disposed of.

Summer School Housing

The university offers housing for students enrolled in summer courses. Information on the available housing for summer school will be distributed prior to the end of the Spring semester.

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 canceled and/or being evicted from the residence hall. Locks may also be changed to prevent a student who is delinquent in payments from reentering the room. If such a lock change is made on a double occupancy room, the roommate of the delinquent resident should see the Hall 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. Any resident aiding a student who has been locked out or evicted by the university will be subject to disciplinary action and possible eviction.

Room Deposit Refunds

Residence hall students may receive a refund of the deposit by canceling the room reservations by the deadline date. For the Spring semester, reservations must be canceled by November 15; for the Summer session by March 15; for the Fall semester by June 15. 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 that semester will result in the forfeiture of the room deposit. 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 semester upon proper check-out. Students must request a deposit refund from the Housing Office.

Resignation or Suspension

Any student leaving the residence halls or the university for any reason must complete a contract release with Housing 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 contract. Housing charges continue to accumulate until the student has officially checked out of the residence hall room. A student who is suspended from the university for academic reasons may not check into the residence hall 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 after the effective date of separation. Students leaving as a result of disciplinary action violate the Housing contract and are not due a refund.

Reserving a Certain Room

Housing applicants who wish to request a specific room for a future semester should indicate the hall and room number on their applications. **Requests will be considered; however, the Housing Office cannot guarantee these requests will be granted.**

Decoration and Alteration of Rooms

Permanent alterations to residence hall rooms are not allowed. Screws or nails should not be used on the doors, walls, windows, or ceilings. For hanging posters, only art gum should be used. Tape, glue, and other forms of adhesive substances should not be used on doors, walls, windows, or ceilings. Tacks or push pins should be used on bulletin boards only. Altering a room in any way 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. All furniture, including mattresses, must remain in the room. Beds should not be disassembled for any reason. Disassembled, missing, or damaged furniture will result in damage charges.

Responsibility for Damages

Damage to a room is the responsibility of the residents of that room. Any resident or guest who causes damages or allows damages to occur in a student room or in or around the residence 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, all residents of the room will be held equally responsible for the cost of repair. Students assigned to rooms assume the obligation of having received the room and all its furniture and fixtures in good condition. A Room Condition Card indicating the condition of the room is completed by the resident before moving all his/her belongings into the room. Any damages found in the room and not recorded by the resident on the room condition card 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 Student Personnel staff or Housing staff can authorize repairs or modifications in the residence halls.

Checking Out

When you change rooms or move from the residence halls, you must properly check out with the residence hall staff. If a student fails to check out properly, the student will be charged for the entire semester and will forfeit the room deposit. Students wishing to leave *during* a semester must complete a contract release at the Housing Office. 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 Card, the Hall Director will collect the key and give the student the check-out card. Parking stickers must be removed and returned to the Parking & Transit Office for a proper check-out. The check-out card is then returned to Housing with a pictured ID. Students wishing to leave at the *end* of a semester must complete a proper check-out after their last final exam. The student must sign up with the residence hall counselor for a day and time to check out. After removing all belongings and cleaning the room, the student must have the counselor inspect the room according to the Room Condition Card. The key is then turned in to the residence hall staff. If the student has a reservation for the coming semester, the check-out is complete. If there is no future room reservation, the student should collect the check-out card from the Hall Director and go to the Housing Office to request a room deposit refund.



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

Important Phone Numbers

UL Police Department	482-6447
Dean of Students Office	482-6276
Student Personnel	482-6373
Housing	482-6471
<i>Baker-Huger Desk</i>	482-6530
<i>Bancroft Desk</i>	482-6786
<i>Bonin Desk</i>	482-6080
<i>Denbo Desk</i>	482-6758
<i>Evangeline Desk</i>	482-6055
<i>Harris Desk</i>	482-6936
<i>Conference Center (2nd floor)</i>	482-6600
Career Services	262-5300
Computing Center	482-6539 or 482-6762
Counseling & Testing Center	482-6480
Dupré Library	482-6039
Financial Aid	482-6506
Food Services	482-6179
Intramurals/Bourgeois Hall	482-6159
Junior Division	482-6818
The Learning Center	482-6583
Maintenance FixLine (2-2FIX)	482-2349
One Card Office	861-2273
Parking & Transit	482-6858
Student Government (SGA)	482-2SGA
Student Health Services/Student Insurance	482-6827
Student Union Information Desk	482-6400

Fall Semester 2004 Examination Schedule

<u>Day of Examinations</u>	<u>Time of Exam</u>	<u>Scheduled Class</u>
Monday, December 6	7:30 AM - 10:00 AM 10:15 AM - 12:45 PM 1:30 PM - 4:00 PM	8:00 - 9:15 TR 2:00 - 3:15 TR 10:00 - 10:50 MWF
Tuesday, December 7	7:30 AM - 10:00 AM 10:15 AM - 12:45 PM 1:30 PM - 4:00 PM	11:00 - 11:50 MWF 4:00 - 4:50 MWF 3:30 - 4:45 TR
Wednesday, December 8	Mid-Exam Study Day	
Thursday, December 9	7:30 AM - 10:00 AM 10:15 AM - 12:45 PM 1:30 PM - 4:00 PM	8:00 - 8:50 TR 2:00 - 2:50 MWF 11:00 - 12:15 MWF
Friday, December 10	7:30 AM - 10:00 AM 10:15 AM - 12:45 PM 1:30 PM - 4:00 PM	9:00 - 9:50 MWF 12:30 - 1:45 TR 3:00 - 3:50 MWF
Saturday, December 11	7:30 AM - 10:00 AM 10:15 AM - 12:45 PM 1:30 PM - 4:00 PM	9:30 - 10:45 TR 1:00 - 1:50 MWF 12:00 - 12:50 MWF

- Examinations for courses with theory and lab combined will be held at times specified for theory courses. No one should give exams early.
- All examinations in laboratory classes for which credit is given will be held at during the last regularly schedule meeting of the class prior to final examinations week.
- All examinations in University College Courses (including those meeting at 5:00 PM or later) will be held during regular class meetings during the week of December 6-11.*
- All examinations in regular courses which meet at 5:00 PM or later will be held during regular class meetings in the week of December 6-11.*

*For the classes meeting at 5:00 PM or later on Wednesday, November 26, during regular class periods.

Personal Property Inventory List

Property of: _____

Inventory Date: _____ Location: _____

This should be copied and kept in a safe location away from the items listed on the inventory. Keeping an updated inventory list should not replace proper safety precautions, doors and windows should be kept locked at all times. Valuables should be locked in a safety box in a locked closet.

Item Type	Make	Model	Serial #	Pur. Date	Cost
Bicycle					
Television					
Game System					
Stereo					
DVD					
VCR					
Computer					
Printer					
Laptop					
Scanner					
Monitor					
External Drive					
Speakers					
Alarm Clock					
Refrigerator					
Coffee Pot					
Car Stereo					
Car Speakers					
Car Amp.					
Telephone					
Watch					

Have a maintenance problem?

Call
UL Lafayette FixLine!!!

**a telephone reporting system
designed especially for you!**

**Just call *22FIX* to report
your problem.**

**Help is just a
phone call away!**



**482-2FIX
(482-2349)**

Call TT# for quick reporting of telephone
& data network problems.

DEPARTMENT OF HOUSING CAMPUS CABLE STATIONS

2	ABC/WBRZ
3	The Weather Channel
4	ABC/KATC
5	Acadiana Open Channel
6	QVC
7	NBC/KPLC
8	FOX/KADN
9	CBS/WAFB
10	WB Network
11	CBS/KLFY
12	ESPN
13	KLPB
14	Cable Market
15	TBS-The Superstation
16	KAJN-LP
17	KLAF-LP
18	Home Shopping Network
19	C-SPAN
20	TV Guide Channel
21	EWTN
22	C-SPAN2
23	C-SPAN
24	PBS
25	Discovery
26	Fox Sports Southwest
27	A & E
28	Turner Network Television
29	Spike
30	CNN
31	Black Entertainment Television
32	TLC
33	Nickelodeon
34	ESPN2
35	Lifetime
36	Univision

37	Sci-Fi Channel
38	The History Channel
39	ABC Family Channel
40	The Cartoon Channel
41	Disney
42	A&E
43	Court TV
44	CNBC
45	USA Network
46	FX
47	Fox News
48	Speed
49	Outdoor Living Network
50	GAC
51	CMT
52	VH1
53	Bravo
54	The Food Network
55	Oxygen
56	Travel Channel
57	MTV2
58	MTV
59	E! Entertainment
60	PAX TV
61	HGTV
62	TV Land
63	University Channel
64	CNN Headline News
65	MSNBC
66	TV 5 Louisiane
67	Animal Planet
68	Comedy Central
69	American Movie Classics
70	Movieplay

Before reporting a problem with your cable reception, be sure to:

1. Check the cable for proper connection to be sure that:
 - a. You are connected to UL cable
 - b. Your extension cable and matching transformer (you are responsible for purchasing these) are in good shape and properly connected to your set's VHF connection.
2. Check the fine tuning of your set.



For cable problems, call 232-6323.



REMEMBER!
TAMPERING WITH OUR CABLE IS A CRIMINAL OFFENSE