

DEPARTMENT OF HOUSING  
LEGACY PARK COMMUNITY



A GUIDE TO  
*Lafayette* LIVING ON-CAMPUS

Bldg \_\_\_\_\_

Apartment # \_\_\_\_\_

Phone # \_\_\_\_\_

Password \_\_\_\_\_



## 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 the last five 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.

**SEE INSIDE BACK COVER FOR VOICE MAIL INFORMATION**

## Card Access Tips

### **To lock the deadbolt on the door:**

- |                                      |  |
|--------------------------------------|--|
| A. From the outside of the apartment | swipe ID once<br>Pick up on handle of door |
| B. From the inside of the apartment  | Pick up on handle of door                  |

### **Your I.D. will not open the front door:**

- A. Check the lights on the card access panel:
  - a. Blinking lights: batteries are getting low (contact Housing)
  - b. No lights at all: batteries are dead (contact the One Card Office during regular business hours or University Police after hours and weekends).



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Dear Resident,

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

This UL Lafayette Legacy Park 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 Life and Conduct

Lisa Luquette Landry  
Director of Housing



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# General Information/Hall Standards

## **Living on Campus**

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The University of Louisiana at Lafayette Legacy Park 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 Life and Conduct 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 eight buildings within UL Lafayette's Legacy Park Community that accommodate approximately 468 undergraduate and graduate students each semester. The buildings are Caffery, Callais, EA Martin, McCullough, Roy, Thibodeaux, Vermilion, and Voorhies

Legacy Park 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 departments of Student Life and Conduct 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.

## **Legacy Park Staff**

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The Legacy Park Community is jointly managed by the Departments of Student Life and Conduct and Housing. The Housing staff includes the Director of Housing, Assistant Director, Community Director, clerical personnel, and student office workers. The Student Life and Conduct professional staff consists of the Director of Student Life and Conduct, the Assistant Deans, and an Area Coordinator.

## **Safety on Campus**

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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 Life and Conduct 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**

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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 on campus housing, the library, the Student Union, and other areas of the campus.

## **Housekeeping**

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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 breezeways and the grounds. It is the responsibility of each resident to keep his/her apartment in an acceptable state of cleanliness. It is the responsibility of the resident to bring trash to the designated trash dumpsters. Failure to do so will cost the student \$25 per trash bag.

## **Maintenance FixLine (2-2FIX)**

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The Housing Department, along with the Physical Plant, is responsible for apartment 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**

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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 the last five 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.

## **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 Legacy Park 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: Legacy Park 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 apartment 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 Legacy Park 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 Legacy Park areas, including parking lots.

Possession, consumption, sale, manufacturing, or furnishing of drugs or drug paraphernalia in the Legacy Park Community or any apartment 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 Legacy Park areas. Students in violation will be subject to criminal charges as well as disciplinary action and immediate suspension from the university.

## **Liability**

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

## **Violence Free Workplace**

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The university has adopted a Violence Free Workplace Statement that relates to the entire campus, including the living and learning environment the Legacy Park Community. All students in Legacy Park 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**

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

## **Fire Safety**

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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. Fire safety alarms and equipment are tested regularly each semester. Live Christmas trees are not permitted in the Legacy Park apartments.

## **Tampering with Fire Equipment/False Alarms**

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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.

## **Smoking**

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Smoking is not permitted in any apartment. Smoking is allowed outside of the apartment buildings only - cigarette buds must be put in containers. Violations should be reported to the Legacy Park staff.

## **Incense or Candles**

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Fire codes prohibit lighting or burning incense, candles, or other flammables in Legacy Park apartments. Students are not allowed to have incense, candles, or flammables at any time in the apartments.

## **Noise**

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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 patios/balconies is not permitted at any time. Disciplinary actions that may be taken to curb noise include restriction of visitors to the apartment or relocation of the student.

Excessive noise or repeated violations of the noise policies in the apartment complex 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 Legacy Park staff or the Housing Office or the UL Lafayette Police Department (after hours and weekends) so the staff can maintain reasonable noise levels and exercise consistent and fair forms of control. (see Violation Policy on page 13)

## **Fireworks**

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

## **Windows**

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The windows or patio/balcony doors of the apartment are not to be used for entering or exiting the building. Talking from, yelling from, or throwing any item from patio/balcony is strictly prohibited. Any window or patio/balcony allowing access to the apartment is to be locked or secured by the occupant of that apartment.

## **Pets**

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**NO PETS OF ANY KIND ARE ALLOWED!** No exceptions. Students keeping or attempting to keep any pet in the apartment will be subject to disciplinary action.

## **Student/Guest Responsibilities (Open House Policy)**

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UL Lafayette Legacy Park Community provides 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 apartment improperly will receive additional charges from the Housing Department, be subject to disciplinary action, and asked to vacate the apartment.

You may have guests in your room; guests of the opposite sex are allowed until 2:00 a.m. Guests must obey university and Legacy Park regulations. I understand

and agree that I am responsible and accountable for the behavior of my guests. I understand that it is my responsibility to inform my guests of Legacy Park policies, Community Standards, and other University policies, and my guests are expected to abide by these policies and standards. I understand that my suitemates and I must agree in advance about havin in the apartment.

## **Overnight Guests**

Students may have overnight guests of the same sex when space is available and arrangements are made with the Legacy Park staff. Residents assume responsibility for their guests. I agree that overnight guests are welcome as long as all roommates agree and the guest is not living in the apartment regularly and that cohabitation is NOT permittd under any circumstance. I also understand that overnight guests are not allowed to visit residents for more than 2 nights in a row and that my guests must be at least 17 years of age or accompanied by a suoervising adult other than myself.

## **Staff Entry into Rooms**

The university reserves the right to enter residents’ apartments to address emergency situations, make repairs, provide pest control, make inspections, and enforce regulations. Staff members will knock on the door first—if no one responds, staff will identify themselves and then enter the apartment.

If an apartment is unlocked and the occupants of the room are not present, the Housing staff, or Physical Plant staff will lock the apartment when they leave.

## **Sales and Solicitation**

Sales and solicitation are prohibited in Legacy Park. Students should report all strangers and/or salesmen to the Legacy Park staff.

## **Theft**

Theft greatly disturbs the Legacy Park Community environment. To guarantee personal protection of their belongings, students should always lock their apartment 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 Legacy Park.

## **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 Legacy Park staff or the UL Lafayette Police Department.

## **Room Keys**

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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 Legacy Park staff. If a resident loses a key and requests a lock change, he/she will be charged \$50.00 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.

Students I.D.'s are used to unlock the front door to the apartment. If you lose your I.D. report this immediately to the staff. You must go to the One Card office immediately to get a new I.D. to get into your apartment.

## **Unlock Door Policy**

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Students should have their keys and I.D. with them at all times. Students who lock themselves out of their apartment may contact a staff member who could then unlock the door. Students will be subject to a \$15.00 charge if a staff member has to unlock the door. We don't give a warning for first time lockouts.

## **Bicycles**

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The university encourages all students to register their bicycles with the UL Lafayette Police Department. Bicycles may be stored in your apartment or secured in a designated bike rack area near each building. Bikes should not be left or parked in breezeways. Bikes in breezeways are subject to removal by Legacy Park staff.

## **Parking Lots**

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

## **Internet Use**

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The University has set standards on the use of the campus network. Please review the policies and regulations as set by the Information Network office in their website: [http://www.louisiana.edu/InfoTech/Policies/comp\\_net.shtml](http://www.louisiana.edu/InfoTech/Policies/comp_net.shtml). Downloading, uploading, or reproduction of music, video/movies, DVDs, games, and other materials available on the web may constitute serious infringement of copyright. The University does not authorize the downloading, uploading, reproduction, or distribution of these materials utilizing any University resources and disregard of these policies will result in termination of your network connection and may result in disciplinary action by the Dean of Student's Office.

## **Cooking Area**

Every apartment has a kitchen area. Food should not be left unattended at any time. Residents are responsible for keeping the kitchen area clean after each use. Trash is to be disposed of regularly in the dumpsters provided. There is a \$50.00 fine for any trash not disposed of properly.

## **Cleanliness of Rooms**

All Legacy Park students are required to maintain a maximum of level of health standards in their apartment. Open food containers must be properly stored or disposed of in order to avoid attracting roaches or other pests. The patio/balcony area must also be kept clean. These areas are not for storage. Lack of Cleanliness will result in a \$50.00 charge per resident.

## **Cable Television**

All apartments are equipped with cable TV service which includes 70 channels. Channels are listed on page 20. Students should report poor reception or loss of service to Cox Communication at 232-6323.

## **Outdoor Cooking**

Outdoor cooking is limited to the designated common area only. Outdoor cooking is NOT permitted in the patio/balcony areas.

## **Posting Materials in the Halls**

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

## **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 Legacy Park Community.

## **Parking on Campus**

All students wishing to park on campus must purchase a parking permit from Parking & Transit. Parking is available in specified areas outside of the gate 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. Tampering with parking gates is also grounds for criminal charges through University Police.

## **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.

# **Apartment Information**

## **Housing and Food Services Agreement**

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

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

Subletting of an apartment is not allowable under any circumstances.

## **Room Reservations**

To reserve an apartment, a \$50.00 application fee, a \$150.00 security/damage 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 apartment and qualifies for its return.

## **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 Life and Conduct, or contact the Office for Disability Services.

## **Apartment Assignments**

Apartment assignments are made by the Housing Office and Student Life and Conduct and are subject to change. New and returning students are assigned an apartment 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 apartments are assigned. All assignments are made according to these priorities. If a student does not request a specific suitemate, the student will be matched with a suitemate by the staff.

Your apartment assignment will be for the terms of your agreement, unless the apartment is unavailable due to repairs, renovations, or disciplinary actions.

## **Relocations**

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

## **Room Changes**

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Room changes are handled by the Housing Office. Room changes must be officially approved before any moving of belongings takes place. Students changing must check out properly from one room before moving to another. Moving without permission is not allowed.

## **Abandoned Possessions**

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Safety and storage of items left by students in apartment 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 Legacy Park areas after the contract period ends will be removed and disposed of.

## **Failure to Meet Financial Obligations**

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Residents are required to make room and board payments on time and in the appropriate amounts, according to their agreement and their choice of room and board payment plans as indicated in the agreement. Failure to make the appropriate payments by the due dates will subject students to late fees, having their meal ticket canceled and/or being evicted from the apartment. Locks may also be changed to prevent a student who is delinquent in payments from reentering 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.

## **Room Deposit Refunds**

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Legacy Park students may receive a refund of the deposit by canceling the apartment reservations by the deadline date. For the Spring semester, reservations must be canceled in writing 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. Once an agreement is signed the cancellation deadlines are voided. 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 apartment deposit. Refunds after check-out are available until the first day of the next semester. If the deposit has not been claimed, it will be forfeited, unless an agreement for a future semester is on file. Room deposit refunds are given at the end of the agreement upon proper check-out. Students must request a deposit refund from the Housing Office.

## **Resignation or Suspension**

Any student leaving the apartments or the university for any reason must complete a contract release with the apartment manager and follow the proper procedures for check-out. Separation from the university through resignation, academic suspension, or disciplinary action does not terminate a student's apartment agreement. Housing charges continue to accumulate until the end of the agreement unless the student properly request an end to the agreement and is granted release from the agreement. A student who is suspended from the university for academic reasons may not check into the apartments unless an appeal of the suspension has been approved and officially granted. Any student who has resigned or who is leaving the apartments for disciplinary reasons may not remain in the apartment after the effective date of separation. Students leaving as a result of disciplinary action violate the Housing agreement and are not due a refund.

## **Reserving a Certain Room**

Housing applicants who wish to request a specific apartment for a future semester should indicate the hall and apartment 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 apartments 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 apartment 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 an apartment is the responsibility of the residents of that apartment. Any resident or guest who causes damages or allows damages to occur in a student apartment or in or around the complex 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 apartment, all residents of the apartment will be held equally responsible for the cost of repair. Students assigned to apartments assume the obligation of having received the apartment and all its furniture and fixtures in good condition. A Room Assessment Sheet indicating the condition of the room is completed by the Legacy Park staff and must be signed by the student upon check-in and check-out. Repair and replacement costs can be substantial. Department administrators determine repair or replacement costs. Only Student Life and Conduct staff or Housing staff can authorize repairs or modifications in the apartment.

## **Checking Out**

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When you change apartment or move from the complex, you must properly check out with the Legacy Park staff. If a student fails to check out properly, the student will be charged for the entire agreement and will forfeit the apartment deposit. Students wishing to leave during an agreement period must complete a contract release at the Legacy Park Office. If resigning, the student must present a university resignation card for the Director of Housing to sign. The apartment must be clean and swept, with all of the student's belongings removed. After inspecting the room according to the Room Condition Card, the Legacy Park staff 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. For a proper check-out during an agreement that is approved by the Director of Housing, charges are based on the university refund schedule. Students wishing to leave at the end of an agreement period must complete a proper check-out after their last final exam. The student must sign up with the Legacy Park Community advisor for a day and time to check out. After removing all belongings and cleaning the room, the student must have the advisor inspect the room according to the Room Condition Card. If there is no future apartment reservation, the student should collect the check-out card from the staff and go to the Housing Office to request an apartment deposit refund. If the resident fails to check out of the apartment by the end of the agreement term, a charge per day will be charged for each day past the last day of the agreement.

## **Noise Violation Policy**

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### First Violation

Upon the first violation, the student will be given a written warning to be kept on file in the Legacy Park and Student Life and Conduct offices. This warning is given under the discretion of Legacy Park Staff

### Second Violation

A second violation will result in a meeting with the Dean of the Office of Student Life and Conduct. The student will be charged one of the following fines, depending on the time of the violation. It is to be paid in the Student Life and Conduct office:

8:00 am - 10:00 pm	\$25.00
10:00 pm - 2:00 am	\$35.00
2:00 am - 8:00 am	\$45.00

### Third Violation

Third violations will be open to a written appeal to the Judicial Board based on that person's record, the Community Advisor's notes, and/or the UP officer's notes from the time of the violation, and the student's written appeal, the student will also be subject to community service, of which length and duties will be decided upon by the Dean of Student Life and Conduct or the Legacy Park Community Director. The student will be charged one of the following fines, depending on the time of the violation. It is to be paid in the Student Life and Conduct office:

8:00 am - 10:00 pm	\$45.00
10:00 pm - 2:00 am	\$55.00
2:00 am - 8:00 am	\$65.00

### Fourth Violation

Fourth violations will be open to a personal appeal to the Judicial Board based on the previous criteria. Absence from the appointed meeting without prior excuse, the personal will be subject to eviction from Legacy Park. If in the appeal, the person is approved to stay in legacy park, the fine is still to be paid, but will not be evicted from Legacy Park. If denied in the appeal process, the person is subject to no fine, but will be evicted to Legacy Park. The person will be charged one of the following fines, depending on the time of the violation. It is to be paid in the Student Life and Conduct office:

8:00 am - 10:00 pm	\$65.00
10:00 pm - 2:00 am	\$75.00
2:00 am - 8:00 am	\$85.00

If there is a fifth offense after being allowed to remain in Legacy Park, student will be evicted from Legacy Park, with no chance of appeal. When evicted, students remain bound to the terms of their contract with Legacy Park.



# Important Phone Numbers

Legacy Park Office .....	482-1438
UL Police Department .....	482-6447
Dean of Students Office .....	482-6276
Student Life and Conduct .....	482-6373
Housing .....	482-6471
Baker-Huger Desk .....	482-6530
Bancroft Desk .....	482-6786
Bonin Desk .....	482-6080
Denbo Desk .....	482-6758
Evangeline Desk .....	482-6055
Harris Desk .....	482-6936
Conference Center (2nd floor) .....	482-6600
Career Services .....	482-1444
Counseling & Testing Center .....	482-6480
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 (1-CARD) .....	851-2273
Parking & Transit .....	482-6858
Student Government (SGA) .....	482-2SGA
Student Health Services/Student Insurance .....	482-6827
Student Union Information Desk .....	482-6400

# Examination Schedule

## Fall Semester 2009

<u>Day of Exam</u>	<u>Final Exam Times</u>	<u>Scheduled Class</u>
Monday, December 7	8:00 AM - 10:30 AM 11:00 AM - 1:30 PM 2:00 PM - 4:30 PM	12:30 - 1:45 TR 9:00 - 9:50 MWF 12:00 - 12:50 MWF
Tuesday, December 8	8:00 AM - 10:30 AM 11:00 AM - 1:30 PM 2:00 PM - 4:30 PM	9:30 - 10:45 TR 1:00 - 2:15 MW 11:00 - 11:50 MWF
Wednesday, December 9	MID-EXAM STUDY DAY	
Thursday, December 10	8:00 AM - 10:30 AM 11:00 AM - 1:30 PM 2:00 PM - 4:30 PM	8:00 - 9:15 TR 2:00 - 3:15 TR 10:00 - 10:50 MWF
Friday, December 11	8:00 AM - 10:30 AM 11:00 AM - 1:30 PM 2:00 PM - 4:30 PM 5:00 PM - 7:30 PM	8:00 - 8:50 MWF 2:30 - 3:45 MW 11:00 - 12:15 TR 3:30 - 4:45 TR

1. Examinations for courses with theory and lab combined will be held at times specified for theory courses. No one should give exams early.
2. All examinations in laboratory classes for which credit is given will be held during the last regularly scheduled meeting of the class prior to final examination week.
3. 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 7-11.\*
4. 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 7-11.\*

*\*Final examinations for Wednesday classes meeting at 5:00 PM or later will be held on Wednesday, December 9, during regular class periods.*

## **FALL 2009 Semester Calendar**

Semester Begins ..... Wednesday, August 19  
Late Advising/Registration ..... Wednesday-Friday, August 19-21  
Classes Begin ..... Monday, August 24  
Schedule Adjustment Period ..... Monday-Thursday, August 24 - 29  
Last Day to Drop a Class and Be Refunded ..... Thursday, August 29  
First Day to Drop a Class and Receive a Grade of 'W' ..... Friday, August 30  
Note: There is no refund for dropping a class with a 'W' grade.

***Labor Day Holiday:*** ..... **Monday, September 7**

Reminder to Veterans: All paperwork should be submitted to the V. A. Office in Foster Hall by mid-September.

Last Day to Apply for Graduate Degree ..... Tuesday, September 8  
Last Day to Apply for Undergraduate Degree ..... Tuesday, September 8  
Last Day to Apply for Honors Baccalaureate Degree ..... Tuesday, September 8  
Last Day to Drop '1st Half Semester' Courses and Receive a 'W' ..... See Course Message  
Last Day to Apply for Admission to Candidacy for Graduate Degree ..... Friday, September 11  
Last Day to Change a Course for Credit to Audit ..... Friday, September 11  
(See University Bulletin, Rules and Regulations, Registration as an Auditor)

Spring 2010 Degree Candidates: ..... Friday, September 18

For an early spring registration appointment the degree candidate must submit an application for a degree to their academic dean.

Graduate Foreign Language Exams ..... Monday, September 21

Fall Holiday: ..... Thursday-Friday, October 1 - 2

Last Day to Drop a Class with a 'W' ..... Thursday, October 15

There is no refund for dropping a class with a grade of 'W'. Dropping a class after this date is prohibited.

Spring 2010 Advising Session ..... Monday-Friday, October 19 - 30

Last Day to Resign for the Semester with a Grade of 'W' ..... Thursday, November 5

Resigning after this date is prohibited. See Resignation Refund Policy.

Last Day to Change an 'I' ..... Thursday, November 5

Deadline to change an incomplete grade, earned in the Spring 2009 or Summer 2009, before it before a permanent grade of 'F'.

Graduate Foreign Language Exams ..... Monday, November 9

Last Day for Submitting Final Copies of Theses or Dissertations ..... Tuesday, November 17

Last Day for Completing Written Examinations ..... Tuesday, November 24

Last Day for Graduate Oral Exams ..... Tuesday, November 24

Last Day for Submitting Final Copy of Honors Thesis ..... Tuesday, November 24

***Thanksgiving Holiday:*** ..... **Thursday-Friday, November 26 - 27**

**Last Day of Classes** ..... **Friday, December 4**

**Final Examinations:**

Exams ..... Monday-Tuesday, December 7 - 8

Mid-Exam Study Day ..... Wednesday, December 9

Exams Continued ..... Thursday-Friday, December 10 - 11

**Commencement Exercises** ..... **Saturday, December 19**

**Semester Ends** ..... **Saturday, December 19**

## 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	HSN
3	NBC
4	Cox4
5	KATC/ABC (Lafayette)
6	KADN/FOX (Lafayette)
7	KPLC/NBC (Lake Charles)
8	QVC
9	KDCG (Opelousas)
10	KLWB/WB (New Iberia)
11	KLFY/CBS (Lafayette)
12	KLPB/PBS (Lafayette)
13	KLAF/UPN (Lafayette)
14	Scout
15	LOOR015
16	LOOR016
17	WBRZ/ABC (Baton Rouge)
18	WAFB/CBS (Baton Rouge)
19	EWTN
20	Local Religious
21	KAJN/FamilyVision (Lafayette)
22	TWC
23	LPB2
24	Disney Channel
25	FX
26	Lifetime
27	USA
28	TNT
29	American Movie Classics
30	Nickelodeon
31	TBS
32	ABC Family
33	Cartoon Network
34	CNN
35	ESPN
36	ESPN 2

37	Cox Sports Television
38	FSS7
39	A&E
40	MTV
41	Spike TV
42	Fox News Channel
43	VH1
44	CNBC
45	Headline News
46	Discovery Channel
47	History Channel
48	The Learning Channel
49	GAC
50	Bravo
51	Court TV
52	Animal Planet
53	The Food Network
54	HGTV
55	The Travel Channel
56	CMT
57	TV Guide Channel
58	BET
59	Sci-Fi
60	Comedy Central
61	Discovery Health
62	Independent TV
63	E!
64	MSNBC
65	Hallmark
66	TV Land
67	UNI
68	VERSUS
95	CSPAN
96	CSPAN2

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**



I have read the Legacy Park handbook in its entirety and understand the information provided. I understand that any violation of this handbook or any community policy constitutes grounds for possible disciplinary action, fines for damages, and/or eviction from the Legacy park complex.

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

Print Name: \_\_\_\_\_





# ULLafayetteTelephoneSystem Information for Housing



## TO PLACE LOCAL CALLS

- On campus - dial the 5 digit number
- Off campus - dial 9, then 7 digits
- Long distance - Dial the 800 number on your calling card (9-800-xxx-xxxx), use as normal

## IMPORTANT NUMBERS

- University Police - UP# or 911#
- Voice Mail - VM# or 2MAIL
- Building Maintenance Trouble - 22FIX
- Telephone Problems - TT#
- University Bookstore - 1BOOK
- Dupré Library - 2BOOK
- Pay Tuition by Credit Card - 2CARD
- Student Health Services - CLINIC
- Student Government Assoc. - 22SGA
- Crime Tip Line - 22TIP
- Food Services Menus - 1MMMM
- Registration and Grades - 1STOP
- Student Computer Dial-Up - 761-STEP

## SET UP VOICE MAIL SYSTEM

- Dial VM# (that's 86#)
- Dial your 5 digit extension, then #
- Enter 4 digit password (from Hall Director), then #
- Follow instructions to record your name and set a personnel password

## TO RETRIEVE MESSAGES

- Dial VM# (that's 86#)
- Dial your 5 digit extension, then # then your 8-to-15 digit password, then#
- Follow the instructions; use \*H for help

## WHEN YOU DON'T WANT THE PHONE TO RING

- Lift handset, dial \*N (\*6) for no calls
- Lift handset, dial \*N (#6) for calls to ring

## MAKE A 3-WAY CALL

- During a conversation, FLASH phone
- Dial the 3rd telephone number
- FLASH phone

## WAKE-UP CALL

- Dial 0198# - follow instructions, one per room

## SPECIAL NOTES

- When dialing, end with a #; it saves up to 10 seconds
- When on-campus, 2XXXX is 337-482-XXXX
- When off-campus, 1YYYY is 337-851-YYYY

## TROUBLESHOOTING

- Bad phone? Try plugging in another phone
- No ring? Try #N (see above)
- All campus numbers are 5 digits; dial all five
- Complete telephone information can be found at:  
<http://info.louisiana.edu/dept/IN3.html>





**IMPORTANT NUMBERS**

<b>UL Lafayette Police Department</b>	<b>482-6447</b>
<b>Legacy Park Office</b>	<b>482-1438</b>
<b>Housing</b>	<b>482-6471</b>
<b>Dean of Students Office</b>	<b>482-6276</b>
<b>Student Personnel</b>	<b>482-6373</b>
<b>Counseling &amp; Testing</b>	<b>482-6480</b>
<b>Financial Aid</b>	<b>482-6506</b>
<b>Parking &amp; Transit</b>	<b>482-6858</b>
<b>Student Health Services</b>	<b>482-6827</b>
<b>Fix Line</b>	<b>482-2349</b>
<b>One Card Office</b>	<b>851-2273</b>



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

UL LAFAYETTE DEPARTMENT OF HOUSING  
STUDENT UNION, ROOM 240  
PO Box 42690, LAFAYETTE, LA 70504  
337-482-6471 337-482-6124  
[housing@louisiana.edu](mailto:housing@louisiana.edu)