

D E P A R T M E N T O F H O U S I N G



A GUIDE TO  
*Lafayette*  
LIVING ON-CAMPUS

Bldg \_\_\_\_\_

Room \_\_\_\_\_

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 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.

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



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 Life and Conduct

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
<b>Terms of Contract .....</b>	<b>10</b>
<b>Room Information.....</b>	<b>13</b>
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
<b>Notes .....</b>	<b>19</b>
<b>Important Phone Numbers .....</b>	<b>20</b>
<b>Fall 2009 Examination Schedule .....</b>	<b>21</b>
<b>Spring 2010 Examination Schedule.....</b>	<b>22</b>
<b>Personal Property Inventory .....</b>	<b>23</b>
<b>UL Lafayette FixLine! .....</b>	<b>24</b>
<b>Campus Cable Stations .....</b>	<b>25</b>

# 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 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 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, Evangeline, Harris, and Randolph

The halls in the male area are:

Conference Center and Stokes

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

## Residence Hall Staff

The UL Lafayette Residence Halls are jointly managed by the Departments of Student Life and Conduct and Housing. The Housing staff includes the Director of Housing, Assistant 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.

Student Life and Conduct 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 Office Assistance. |

## **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.

## **Shuttle 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 residence halls, 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. 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)**

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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**

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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 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**

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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**

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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**

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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**

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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**

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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**

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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**

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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 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**

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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 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**

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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. 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**

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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. Emergency evacuation route maps are posted in each room of the residence halls. Student must not remove maps or face disciplinary action.

## **Smoking**

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

## **Incense or Candles**

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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**

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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 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**

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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 residence hall areas. Students are not allowed to have the materials on campus or around residence halls at any time.

## **Windows**

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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**

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No pets allowed. No exceptions. Dogs, cats, birds, snakes, fish 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**

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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**

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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; a guest of the opposite sex is allowed only during designated Open House hours Monday - Sunday 4:00 pm-12:00 am. 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**

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

## **Theft**

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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**

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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**

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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 building 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.

## **Unlock Door Policy**

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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. 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 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**

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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**

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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**

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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**

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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**

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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**

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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**

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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 Application and Contract Rough Draft (4/21/09 10:25am)

Welcome to University Housing! Before starting the housing application process, please note the following requirements to live on campus:

1. **New students:** Apply to the UL Lafayette Office of Admissions.
2. Students must maintain full-time status.
3. **Returning students:** must participate in Early Registration for the upcoming semester.
4. Students must remain in good financial standing with the University and University Housing (all fees must be paid).
5. Students must remain in good behavioral standing with the University and University Housing (no disciplinary holds, etc.).

### How to Apply:

1. Carefully read the entire agreement to ensure proper understanding of this commitment and the expectations of residents.
2. Note that the application is an agreement for the entire contract period (ex. academic year is for fall and spring).
3. Complete all relevant sections of the room and board agreement.
4. Maintain a copy of the completed application and contract for your records.
5. Prepayments, deposits and application fees can be paid with a personal check, money order, or cashier's check payable to the University of Louisiana at Lafayette. All prepayments, deposits, and application fees must be made by the student regardless of any financial aid (loans, scholarships, etc.)
6. Mail your completed application and fees to: The Student Cashier's Center, P O Box 44444, Lafayette LA 70504. Hand-delivered applications and fees can be brought to The Student Cashier's Center, located in Coronna Hall or you can pay with a credit card by phone 337-482-6385.

### Application Terms:

1. Submitting a housing application does not guarantee an assignment.
2. Students contract for space in a residence hall or Legacy Park apartments according to contract period terms as listed in the UL Lafayette undergraduate catalog.
3. Rental Rates are subject to change.
4. Students who wish to room together should submit their housing applications together and request each other as roommates. The department tries to honor your roommate requests but cannot guarantee your roommate requests.
5. Application cancellation deadlines: June 15 for Academic Year; November 15 for Spring Only; and April 15 for Summer. All cancellation requests must be in writing to the Housing Office. If a cancellation request is received by the appropriate cancellation deadline, the full deposit will be refunded. If a cancellation request is received after the appropriate cancellation deadline or if the applicant does not claim the room by the last day of the primary check-in period, the entire deposit will be forfeited. After these dates, a deposit refund will be made only if an applicant is denied admission to the University; the \$50 application fee is non-refundable.

### Housing Room & Board Application

University of Louisiana at Lafayette

\*This application must be submitted with a \$50 non-refundable application fee AND \$100 deposit. SUBMITTING AN APPLICATION DOES NOT GUARANTEE A ROOM ASSIGNMENT. You must meet all university admissions and housing requirements before application will be processed.

Return this application with a check or money order to UL Lafayette Student Cashier's Center,  
P O Box 44444, Lafayette LA 70504.

### Contract Period:

     Academic Year (Fall & Spring) 20           Spring ONLY 20           Summer 20     

     Intensive English Program Session           Intercession 20     

Break Housing:      Between Fall & Spring Semesters 20     

     Between Spring & Summer 20     

     Between Summer & Fall 20     

FOR OFFICE USE ONLY
Receipt Date: _____
Building: _____ Room: _____
Type: _____ Assign Date: _____
Other: _____

Name: \_\_\_\_\_ University Username: \_\_\_\_\_  
(last first Middle) (ex: CLID: xxx1234)

Email: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Gender:      Female      Male Birthdate: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Lived on campus last year?      No      Yes: When \_\_\_\_\_ Which Building/Room: \_\_\_\_\_

Classification:      Freshman      Sophomore      Upperclass      Graduate Major: \_\_\_\_\_

Interest Group you are a member of:      UL Lafayette Honors      UL Lafayette Athlete \_\_\_\_\_ (sport)      Other \_\_\_\_\_

If you have a disability that will require special housing accommodations in the residence hall/apartment, please specify: \_\_\_\_\_

(NOTE: Student must be registered with the Office for Disability Services on campus and provide supporting documentation)



## **Game Equipment**

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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)**

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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**

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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 Life and Conduct. The residence hall staff may place materials on doors or on walls with permission from the Director of Student Life and Conduct. Bulletin boards in residence halls are for the use of staff and university officials only.

## **Street Signs and State/Local Property**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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.

## **Room Assignments**

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Room assignments are made by the Housing Office and Student Life and Conduct 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**

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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**

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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**

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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**

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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. Students must check-out properly at the end of the semester and turn key into residence hall staff.

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**

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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**

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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**

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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**

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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 April 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**

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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**

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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**

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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**

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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 Life and Conduct staff or Housing staff can authorize repairs or modifications in the residence halls.

## **Checking Out**

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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  
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# Important Phone Numbers

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
Bonin Desk.....	482-6080
Conference Center (2nd floor).....	482-6600
Evangeline Desk.....	482-6055
Harris Desk.....	482-6936
Randolph Desk .....	482-6566
Career Services .....	482-1444
Computing Center.....	482-5516
Counseling & Testing Center.....	482-6480
Dupré Library .....	482-6025
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 .....	482-6826
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.*

**Examination Schedule  
Spring Semester 2010**

**Check ULink  
TBA**

## 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**



# INFORMATION NETWORKS



## UWIN - the University Wireless Information Network

The Student Technology Enhancement Program (STEP) and the Department of Information Networks welcomes you to UWIN (University Wireless Information Network). The students via STEP have made possible the University's efforts of deploying a campus wide, useful and secure wireless data network.

UWIN provides the following ...

- 1) a secure connection (using L2TP/IPSEC)
- 2) mobility (you can access the network while you move around in a hotspot, and if the hotspots overlap you can access the network while you move from hotspot to hotspot)
- 3) roaming (you can move from any UWIN hotspot to any UWIN hotspot anywhere on campus and not have to log in again)

Our current deployment locations can be seen here. Users can tell if a building includes one or more hotspots by looking for the UWIN logo. Each main public entrance of the building will be marked with the logo. Looking from the outside of the building, on the leftmost door glass, in the upper left hand corner the user will find the UWIN logo.

To use UWIN you need to configure your computer to support L2TP/IPSEC. As we generate instructions for the various operating systems we will add them below. Find the instructions for your computer's operating system below:

### ***WINDOWS***

XP - click here for instructions here (<http://info.louisiana.edu/dept/IN10c.html>)  
2000 - the XP text instructions should work, minor prompt changes are expected  
98 / ME / NT4 - see the Microsoft website for assistance and reference the XP instructions for implementation details

### ***MAC***

OS X & OS 9 - we have not been able to find a free software package that operates in the secure mode, we wish to include Mac users and have a temporary solution. To gain special access to UWIN from a MAC click here (AT THIS TIME AVAILABLE ON WIRED NETWORK ONLY).

## *LINUX*

Specific for Linux 2.4 but should also provide a general how to.

The FAQ for wireless is here.

The General Rules and Policies for wireless operations on campus are listed here.

Please contact Information Networks at 337-482-6418 if you have a non-PC wireless network device that is not L2TP/IPSEC capable.

There are two types of guest users. The first type is a visitor that needs to establish a VPN to an off-campus site, called UL GUEST VPN ACCESS. The second type is a visitor that needs only web access to campus sites, called UL GUEST ACCESS. In either case, the special access must be requested by a faculty or staff member with a valid CLID by contacting Information Networks at TT# (337-482-0088 / 337-482-6418) and request the password of the day for access. WARNING - the system will accept non-secure connections for the guest users. This should not be an issue for UL GUEST ACCESS as they have no local login IDs or passwords to expose. The UL GUEST VPN access is protected by the VPN that the user generates to go to their home computer. If they do not generate a VPN all of their traffic will be unprotected.

Guests and visitors that need service for 1) a long period of time or, 2) on and off campus access or anything other than what is provided above will have to have a sponsor. The campus sponsor will have to follow the normal protocol for connecting the visiting computer to UWIN. This means the sponsor will have to use their CLID to NetReg the guest computer. This also means that the sponsor is responsible for activity on the guest computer.



# UL Lafayette Telephone System 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 - 22FIX
- 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 - 1STEP
- Student Computer Dial-Up - 2STEP

## 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

UL Lafayette Police Department	482-6447
Housing	482-6471
Dean of Students Office	482-6273
Student Life and Conduct	482-6373
Counseling & Testing	482-6480
Financial Aid	482-6506
Parking & Transit	482-6858
Student Health Services	482-6827
Fix Line	482-2349
One Card Office	851-2271



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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)