

# The University of Louisiana at Lafayette On-Campus Living Handbook

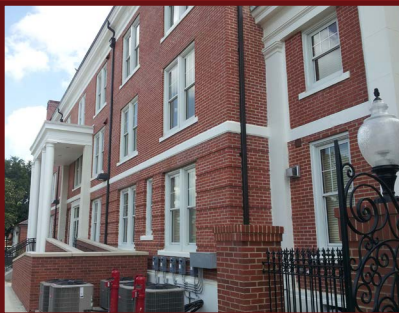
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Dear Resident,

Welcome (or welcome back) to the UL Lafayette On Campus Community. We are proud of our unique and diverse campus, and we hope you will enjoy living in our halls.

This UL Lafayette Housing Handbook contains important information about the residence halls and apartment complex and your role as a UL Lafayette 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. Living on campus and being a part of the community should be one of the most enjoyable experiences that you have during your academic career. If any of the Residence Life Staff or Housing staff can be of assistance to you, please let us know. Good luck!



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## ***Campus Contacts***

University Housing Office .....	482-6471
Legacy Park Office .....	482-1438
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Student Cashiers .....	482-6385
Parking and Transit .....	482-6858
Food Services .....	482-6179
Student Health Services .....	482-5464
Cajun Card Services .....	481-2273
Student Life and Conduct.....	482-6373
Dean of Students Office.....	482-6266
Housing Maintenance.....	482-2349
Campus Operator .....	482-1000



## ***Living on Campus***

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

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

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

- Rose Garden area: Bonin, Coronna, Harris, and Randolph (support hall)
- Taft Street area: Baker and Huger
- The third area: the Conference Center
- Legacy Park Apartments: single-student apartment housing
- Cajun Village Apartments: family housing

Our on campus community is designed to be a safe and positive living/learning environment for all students. In accordance with the University's purpose and mission, the Offices of Student Life and Conduct and Office of University Housing support a system of order that promotes academic development, individual growth, and personal achievement. Students are responsible for all regulations and outlines in this handbook, in the Housing Room and Meals Contract, in the University Code of Student Conduct and Appeal Procedures, in the University Student Handbook, and in area, hall or floor meetings.

## ***Community Staff***

All on campus areas are jointly managed by the Offices of Student Life and Conduct and Office of University Housing. The Housing staff includes the Director of Housing, Associate Director, Assistant Director of Facilities, 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.

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

Community Assistant – What is a CA?

- Full-time student
- Peer educator
- Hard Worker
- Supporter
- Neighbor
- Friend
- Helper
- Liaison
- Live-in staff member
- Resource and Reference
- Someone who likes to have FUN!

Each floor is assigned a community assistant who is a fellow student that is knowledgeable about UL Lafayette. They are responsible to help maintain a healthy environment that is conducive to academic success. They can serve as a resource for any questions and concerns. CA's will help organize and plan various recreational, social and educational activities.





## ***Abandoned Possessions***

Safety and storage of items left by students in rooms or halls are not guaranteed by the University. The University will dispose of abandoned items 48 hours after the end of the contract period or when the contract is terminated for any reason and a charge will be placed on your account. Bicycles left in on campus housing areas after the contract period ends will be removed and disposed of.

## ***Access Your Building/Apartment***

All residence halls are equipped with door access controls. Residential students must use their UL Lafayette student identification card (Cajun Card) to access the residential areas or apartment for which they have approved access. All residents must swipe their Cajun Card at the card reader each and every time they enter the residence halls or apartment to record their entry into the building. Residents must swipe their card even if the door has been opened by another individual's card swipe. Use of another student's identification card and/or providing one's card for use by another individual to gain access to UL Lafayette residential facilities is not permitted. You MUST use your Cajun Card to access the building. You must also present your Cajun Card to the desk worker or night guard each time you enter the building, or when asked to do so by a University official (i.e. Community Assistant, staff, faculty, or University Police.) You, and your guests, may only enter the building through designated entrances adjacent to the lobby area. Guests must be registered according to the "Guests/Visitation Policy." Exits marked as "EMERGENCY EXIT ONLY" are not to be used to enter or exit the building on a regular basis.

## ***Advertising, Sales and Solicitation***

Sales and solicitation are prohibited in halls. Students should report all strangers and/or salesmen to the residence hall staff. All notices, signs, and information posted in the residence halls/apartment complex must be approved by the Department of Student Life and Conduct. The hall staff may place materials on doors or on walls with permission from the Director of Student Life and Conduct and the Director of Housing. Bulletin boards and electronic signs in residence halls/apartment complex are for the use of staff and university officials only.

Chalking of sidewalks adjacent to all residence halls/apartment buildings requires permission of the Director of Student Life and Conduct. This includes but is not limited to the sale of services or products, as well as off campus events, including those which may be sponsored by or affiliated with recognized University organizations. Bulletin boards and flyers provide residents with information on issues, activities, events, services, policies, and general University information.

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

Damaging, tampering, and/or destroying materials approved and appropriately displayed in or around residential facilities may be considered vandalism and sanctioned accordingly. Anyone caught soliciting within the on campus community may be arrested by University Police and subject to university sanctions.

## ***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 of alcoholic beverages in the residence hall/apartment or in a residence hall/apartment 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 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.

## ***Assignments***

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

## ***Bedbugs***

In recent years, bedbugs have made a resurgence in this country. Unfortunately, the on campus communities have not been immune. Previously we have had some cases of bedbugs, but were able to effectively eliminate them. However, there is always the potential for more to occur. The following information is being provided to calm any fears about bedbugs and to instruct residents about what to do if bedbugs are suspected in your room.

### **What is a bedbug?**

Adult bedbugs are slightly smaller than a lady bug or about 3/8 of an inch long. They are reddish-brown in color with flat oval shaped bodies. Bedbugs feed on the blood of people and other warm blooded animals. They are nocturnal feeders who, unlike lice or fleas, don't live on hosts but rather in the "nests" of hosts. Bedbugs do not fly or leap but rather hide in dark crevices close to food sources. The average lifespan for a bedbug is 12 to 18 months. Bedbugs can live for months without feeding. Bedbugs are spread by "hitchhiking" from areas of infestation on clothes, furniture, bedding and suitcases.

### **Are bedbugs a concern here?**

Bedbugs were scarce during the later part of the last century, but their populations have surged in recent years. Changes in the types of pesticides and their usage, as well as increase in international travel have contributed to the rise of the bedbug. Bedbugs are most common in places where many people sleep. These places include hotels, motels, apartments, cruise ships and residence halls. Bedbugs can easily travel on clothing, linens, and furniture. Infestations of bedbugs do not necessarily indicate poor hygiene.

## Can bedbugs hurt me?

Although bites can cause severe itching, they are relatively harmless. When a bedbug bites, it releases a salivary fluid which can irritate skin and cause allergic reactions over time. Scratching the bites can cause secondary infections and scarring. Washing the bite area with soap and water and applying an anti-itch/antihistamine cream is recommended. If infection occurs, seek medical attention. Bedbugs are not known to transmit any blood borne diseases such as HIV or AIDS.

## Do I have bedbugs?

Bedbug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These bites show up in the morning or middle of the night. If bedbugs are present, tiny dark excrement stains will be on the sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well. In cases of severe infestation, a musty sweet smell may be detected. Examine areas around the bed and sleeping quarters for signs of bedbug activity. Bedbugs prefer areas around fabric, wood and paper. Check the folds or seams in bedding and linens. Check around the headboard and footboard paying special attention to corners and crevices. Check baseboards, moldings and carpet seams near and around the bed. Bedbugs often travel up so check areas above the level where you sleep. Check artwork and wall hangings, curtains, and walls. Look for any excrement spots, skin casings, or live bugs.

## What if I have bedbugs?

Please contact your CA or Community Director as soon as possible. The CA or CD will contact the proper entity to evaluate and treat, if needed, your room. Bedbugs CAN be controlled with vigilance and constant inspection and treatment by professional pest control technicians.

## How do I prevent getting bedbugs?

- Do not bring infested items into your room. Thoroughly inspect any “freebie” or second hand furniture or accessories before you bring them in.
- Check luggage, clothing, and bedding after trips; especially after trips abroad.
- Clean up and reduce clutter to eliminate some of their favorite hiding spots.
- Keep rooms clean and tidy. Vacuum crevices and upholstery regularly.
- Vacuum mattresses frequently or permanently encase mattresses in a mattress bag.
- Pull bed away from wall or other furniture. Tuck sheets and blankets to avoid contact with the floors or walls.

If you should have any other questions or concerns, do not hesitate to ask your Community Director or Community Advisor or call the Office of University Housing at 337-482-6471.

## ***Bicycles***

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

## ***Cable Television***

All residence hall/apartment rooms are equipped with cable TV service provided by Cox Communications which includes 70 channels. Channels can be found on their website. Students should report poor reception or loss of service to 337-456-4306.

## ***Cancellation/Withdrawal***

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



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

## Submission of Contract Release Application Deadlines:

### Academic Year Application (Fall and Spring)

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

### Spring Semester Only Application:

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

### Summer Session Application:

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

### Special Circumstances:

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



## ***Check-In Inspection***

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

## ***Checking Out***

When you change rooms or move from the residence halls/apartments, you must properly check out with the hall staff. If a student fails to check out properly, the student can be charged for the entire semester and forfeits the room deposit. Students wishing to leave during a semester must complete a contract release request form found on the Housing website. However, submitting a contract release request form does not guarantee release from the housing contract. If resigning, the student must present a University resignation card for the Director of Housing to sign. The room must be clean and swept, with all of the student's belongings removed. After inspecting the room according to the Room Condition Form, the Community Director will collect the key and give the student the check-out slip. Parking stickers must be removed and returned to the Office of Transportation Services for a proper check-out. To find out if you are eligible to receive your deposit, the check-out slip is then returned to Housing with a pictured ID.



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

## ***Check-Out Inspection***

All residents are expected to leave their room in as good of condition as when they checked in. Students have two options to check out: Express check out or schedule and appointment with the hall staff. A staff member will compare the current condition of the room to the condition noted on the room's Room Condition/Inventory Report which was completed when the student moved into the room. The room must be cleaned and free of all personal belongings prior to being reviewed by staff. The resident may be held responsible for damage(s) and/or change(s) in the condition of the room not previously indicated on the Room Condition/Inventory Report. If you should choose express checkout, you waive the right to appeal any charges under \$350.00. Only professional Office of University Housing/Student Life and Conduct staff may determine and/or assess fines or charges. Students who do not properly complete the check-out procedures will be fined.

Things to do when moving out:

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

## ***Cleanliness of Rooms***

All on campus 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. Residents are responsible for maintaining a reasonably neat and clean room at all times. Good housekeeping practices are expected of each resident. Lack of cleanliness will result in a \$50.00 fine per resident. Residents are required to maintain their unit to the following minimum standards:

- All appliances are to be maintained in a reasonably clean condition at all times.
- Floors and walls are to be maintained in a reasonably clean condition at all times.



- Food should be properly stored. All areas in your living quarters must be maintained in a reasonably clean and sanitary condition.
- Trash should be emptied regularly. Daily disposal of trash in the exterior common trash dumpsters will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hall.
- Submit work requests for damaged items in their rooms.

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

## ***Common Areas***

Common area is defined as an area available for use by all residents of the facility. This may include lobbies, lounges, stairwells, hallways, breezeways, computer labs, laundries, kitchen areas, patios, and elevators.



## ***Computers***

### **ResNet:**

UL Lafayette ResNet is a campus network that provides a dedicated network connection for students living in the residence halls/apartment complex. A direct network connection allows fast and easy access to campus resources and the internet. Secure wireless ResNet is also available for use in the residence halls/apartment complex. ResNet also provides a free, full service help desk to support your computing needs. For more information, please contact the help desk at 337-482-5516.

## ***Computer and Network Policy***

This document sets forth the University's policy with regard to access to and use of computing and network resources by faculty, staff, or students. It is intended to apply to any computing or network resource owned, operated, or otherwise provided to users by the University of Louisiana at Lafayette. (It does not apply to the use of facilities owned and operated by commercial Internet service providers, even those who offer discounts to members of the UL Lafayette community, but some of the advice provided in this document may be appropriate on any facility.) Computer and network users at UL Lafayette are responsible for knowing this information on the proper, ethical, and legal use of computing and network resources provided by the University. This policy does not preclude enforcement under the laws and regulations of federal, state and local authorities. The University reserves the right to change this policy in response to altered or unanticipated circumstances. Any questions concerning computing or network policies at UL Lafayette which are not resolved by this document should be directed to the Chief Information Officer.

## Authorized Activities:

UL Lafayette provides computing and network resources to faculty, staff, and students, at University expense, primarily for their use in administrative or academic pursuits and secondarily for any personal exploration and enrichment which does not conflict with the primary purpose of these resources or with any applicable law or policy.

Historically, available computational resources at UL Lafayette have not adequately handled all of the various needs. Thus, prudent utilization of available resources is a necessity. Policies described in this document seek to facilitate usage directly related to the academic and administrative missions of the University, limit optional use to times when no primary uses will be adversely affected, and eliminate illegal or abusive usage. In addition, policies are included to help maintain an ethical and amicable working environment for all computer and network users.

Usage that results in specific, substantiated complaints from another user will result in a reevaluation of that activity. By University policy, game playing is not authorized unless it is an official class assignment. By State law, any personal for-profit activity or any activity which competes with local business is prohibited. Use of UL Lafayette's computing facilities on behalf of any organization, even non-profit organizations or UL Lafayette-affiliated organizations, requires prior approval by the UL Lafayette administration. If you are uncertain whether a specific activity is acceptable, discuss your concerns with a system administrator or with the Chief Information Officer.

## Integrity:

Users are presumed to be responsible for all use and any charges pertaining to their account. Do not allow anyone else to use your account. (If you need to share files, there are other ways to do so: contact your system administrator for assistance.) Users who make deliberate attempts to hide their identities from other users or system administrators are in violation of University

University policy (e.g. sending e-mail with headers deliberately altered to hide the senders identity).

Users may be required to show UL Lafayette ID cards to obtain access to computing and network facilities or to pick up printouts. Printouts will only be given to the user whose UL Lafayette ID card matches the account information on the printout, unless other distribution arrangements have been approved by the system administrator.

Users who attempt to crash or subvert security or otherwise adversely affect operations on any system are in violation of University policy and possibly in violation of various laws. Keep your password secret and change it from time to time. If you believe someone has guessed your password, you should change your password immediately and report this problem promptly to the system administrator. Failure to do so will make you accountable for any (mis)use of your account.

### **Conduct:**

Users may not harass or threaten other users, attempt to steal passwords, files, or other user/system information, attempt to crash, violate the integrity of, or adversely affect the activities of a computer system or network. Distasteful or offensive displays, messages and printouts are not permitted. Actions which adversely affect the working environment of other users are unacceptable. Music, playback of sound files, or loud conversations are not suitable in a shared lab environment. Physical abuse, mishandling and modification of terminals, printers and other hardware is not permitted.

## Monitoring:

The University will not monitor user transactions or the contents of user files as a routine matter. It will respond to legal process. It may inspect without notice the contents of files in the course of an investigation triggered by indications of impropriety or, as necessary to resolve system problems or to locate substantive University-related information that is not available by some less intrusive means. It is a violation of University policy for any employee, including system administrators and supervisors, to use the computing systems to satisfy idle curiosity about the affairs of others, with no substantial purpose for obtaining access to the files or communications of others.

## Grounds for examination of user files:

Circumstances which may require a system administrator to inspect the contents of files created or maintained by University faculty, staff, or students are: a search warrant or subpoena specifically pertaining to user files, served by law enforcement authorities; reasons to believe that the file is connected with violations of University policy or State or Federal law; investigation of a specific, substantiated complaint by another user, either at the University or at another site about activities originating from a UL Lafayette user's account; reasons to believe the file is directly related to system errors or malfunctions; an urgent need, by a supervisor or project administrator, to access critical University information which is maintained by one of his/her staff or project members and which cannot be obtained by less intrusive means. Such circumstances are reviewed by the head of the department (or his/her designee) in which the computing system is located, prior to granting access. Users should also be aware that system administrators may accidentally view the contents of a file during routine system operations. A common example is a system postmaster seeing a portion of an e-mail message while trying to route bounced mail to the appropriate destination.



## Problem Report:

System administrators rely on users to report policy violations or other problems that they are aware of. System administrators will need specific details to be able to investigate and/or resolve most types of problems, so please provide all information that seems likely to be helpful, as well as a way to contact you, in case more details are needed. Policy problems which cannot be resolved by a UL Lafayette system administrator may be referred to other appropriate University personnel, such as advisors, other department heads, deans, or campus security.

## Penalties:

Penalties may include loss of access, either temporary or permanent, to UL Lafayette computing systems and networks. This does not preclude enforcement under any applicable local, state, and federal laws.

## ***Cooking Areas***

Every residence hall has designated areas for microwaves, and some contain kitchen areas. Food should not be left unattended at any time. Residents are responsible for keeping the kitchen areas clean after each use. For safety reasons, kitchens may be locked or microwaves removed if they are not maintained properly. Legacy Park apartments have a kitchen area within each apartment. Trash is to be disposed of regularly in the dumpsters provided. There is a \$25 fine for any trash not disposed of properly.



## ***Damages***

Damage to a room/suite/apartment is the responsibility of the residents of that room/suite/apartment. Any resident or guest who causes damages or allows damages to occur in a student room/suite/apartment or in or around the halls will be required to pay for the restoration of that area. If it cannot be established which resident caused or allowed the damage in the room/suite, all residents of the room/suite will be held equally responsible for the cost of repair. Students assigned to rooms assume the obligation of having received the room/suite and all its furniture and fixtures in good condition.

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

## ***Decoration and Alteration of Rooms***

Students may decorate in their rooms, but placing posters, signs, etc. in the hallways or in plain view outside the room is not allowed. Permanent alterations to residence hall/apartment rooms are not allowed. Screws or nails should not be used on the doors, walls, windows, or ceilings. For hanging posters, only adhesive hooks are recommended. If using adhesive hooks or command strips, follow directions on removing hooks do not pull off wall. 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

## ***Disorderly Conduct***

Conduct which is disorderly, lewd, indecent, or a disturbance of the peace on University premises or at University-sponsored activities will be confronted by the hall staff and may be addressed through the student conduct process.

## ***Disruptive Activity***

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

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



## ***Electrical Appliances and Equipment***

By order of the Fire Marshall, electrical appliances with open heating elements—hot plates, toasters, toaster ovens, sandwich makers, etc.—are not permitted in student rooms. Microwaves of 700 watts or less are permitted in the bedrooms. Microwaves are conveniently located in each suite of most buildings or in the common room of the floor. Electrical appliances that cause disruption to the residence hall/apartment 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, 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/apartments. Power strips and surge protectors are acceptable for room use provided they have some type of circuit breaker or reset switch in their design. Flat or 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.



## ***Eligibility***

To be eligible to continue living on campus, residents are required to enroll for a minimum of 12 hours each fall and spring semester. For the summer session, enrollment is not required but you must have a signed housing contract for the next academic year. Residents enrolled for less than the minimum number of hours must request a waiver in writing and receive approval from the Office of University Housing. Failure to attend classes regularly is grounds for removal from the residence hall/apartment. Residents must pass or receive an IP grade in 6 or more semester hours to be eligible to reside on campus during their next term of enrollment at UL Lafayette. Exceptions may be given after consideration by the Dean of Student Life and Conduct.

## ***Elevators***

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

## ***E-mail***

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

## ***Emergencies***

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

## ***Emergency Communications***

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

## ***Emergency Exit Only Doors***

Doors marked as “Emergency Exit Only” shall not be used to enter or leave a building except when exiting the building during an University emergency situation. All doors in residence halls other than the primary lobby entrances are designated for emergency exit only. Persons who are caught using these doors inappropriately are subject to disciplinary sanctions and fines.

## ***Entrances and Doors***

Exterior entrances and doors in the residence halls/apartments must remain locked unless authorized by Housing & Student Life and Conduct. Locked doors must not be compromised in any manner, including propping doors open, placing a wedge between the door and frame, holding the door open, and/or providing entry for unauthorized individuals. This includes room doors, locked doors to hallways, bathroom doors and exterior doors. Disabling a lock, or holding a door open for an unknown person creates a safety risk to all residents. Compromising exterior doors may result in disciplinary action.

## ***Eviction***

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

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

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

## ***Express Check-Out***

Express check-out is available to all students living on campus. This is the process by which you are able to deposit your key enclosed within an express check-out envelope into the express check-out box located near the front desk of your hall. NOTE: By choosing express check-out, you agree to pay all damages, missing furniture, cleaning charges, etc. that apply after the room is inspected. Also, if you choose to do express check-out, charges under \$350.00 cannot be appealed. An express check-out envelope can be retrieved from the front desk. If you do not wish to utilize the express check-out

procedure, you must pre-schedule a check-out day and time with your Community Assistant. Because there are often hundreds of check-outs happening at once during busy times, it is important to pre-schedule your check-out. You must still follow the same guidelines as for a staff check-out.

## ***Failure to Meet Financial Obligations***

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

## ***Fire Exits***

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



## ***Fire Safety and Fire Drills***

All occupants of a building (residents and guests) must immediately evacuate the building, utilizing the nearest exit (including emergency exits), when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Residence Hall Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident's presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action.

The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action.

### **Evacuation Sites:**

#### **Rose Garden**

Bonin Hall evacuates to the front of Hamilton Hall.

Harris Hall evacuates to the front of Hamilton Hall.

Coronna Hall evacuates to the inside courtyard (in the rear of Randolph Hall).

#### **Taft Street**

Baker and Huger Halls evacuate to the parking lot of Hamilton (in the rear of Hamilton Hall).

#### **Conference Center**

Conference Center evacuates to the sidewalk across the street (along the side of Montgomery Hall).

#### **Legacy Park**

Center of the back parking lot for all buildings.

## ***Fireworks***

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

## ***Flammable Items***

The possession or burning of incense, candles, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, explosive devices or materials, Sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated, and the resident(s) will face disciplinary action.

For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as wrapping paper, fishnets, parachutes, large flags, etc. Students are strongly encouraged to purchase renters insurance.

UL Lafayette accepts no liability for loss of residents' personal property due to fire.



## ***Food Services***

The Food Service Office offers a wide variety of food choices for students. Students who live in a university residence hall or apartment have meal plans with declining balance. Use your ID card to access both. Meals Plans are accepted in the Main Cafeteria. Declining balance can be used at all University operated locations on campus. We offer “all-you-care-to-eat” or buffet-style dining in Guillory Hall Cafeteria. Weekly menus can be found on the Food Service website.

## ***Food Service Locations***

- Resident Dining Cafeteria is located in Guillory Hall
- Café Fleur De Lis is located near Legacy Park Apartments and it features a Convenience Store, Quizno’s Subs, Ragin’ Cajun Grill, LouisianaWok, Chef’s Feature, Pizza and Simply to Go.
- Ragin’ Cajun Food Court is located inside the Conference Center and it features AFC Sushi, Chick-Fil-A, Pizza Hut Express and Simply to Go.
- Zeus “Fresh Food OnThe Go” is located in the “On the Geaux” building near the library.
- Jazzman’s Café is located at Edith Garland Dupre’ Library.

## ***Freshman Residency Requirements***

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

UL Lafayette considers a freshman as a person who is about to attend college for the first time or is currently in his/her first year of college. Please visit the Office of University Housing website at [housing.louisiana.edu](http://housing.louisiana.edu) for more information.

## ***Furniture***

All University furnishings must be kept inside campus residences. The University does not remove or store furniture for residents. Misplaced furniture or furniture not in its designated location may result in disciplinary action and/or cost of replacement. Furnishings in common areas may not be removed to individual rooms or apartments. Removing furniture from its designated location may result in disciplinary action. Damage to University furniture will require restitution for the cost of the property in addition to additional sanctions.

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

## ***Game/Workout Equipment***

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



## ***Guest/Visitation Policy***

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

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

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

Visitation Hours arrangements are as follows:

- Residents are expected to limit guest to two (2) guests per visit.
- Residents and guests must present a valid picture ID card (Residents must leave their UL ID Card) at the time of sign in. Proper or valid identification for guests consists of the following: State Issued Driver's License or Identification Card, Military ID, Current Student ID, or International Driver's Licenses.
- Guests must be 17 years of age, or older.
- Guests will receive a Guest Pass which should be carried at all times while in the building in which they are visiting.
- The resident must meet their visitors in the lobby. Guests must be escorted at all times by the host resident.
- Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, said individuals are not permitted to be signed in.
- At the end of guest's visit, residents must accompany their guest(s) back to the front desk to receive their ID cards.

All guests in the residence halls/apartment complex must be escorted by and be in the company of their resident host at all times while in the residence hall/apartment rooms and common areas. This means guests must be in sight of and in the immediate proximity of the host escort at all times. Residents of the residence halls/apartments are expected to accompany their guests at all times while the guests are on the property. Guests of residence hall/apartment residents must be escorted by their host when traveling between units and/or buildings. Guests may not remain in the residence hall/apartment complex or in the room/apartment when the host leaves. Host escort responsibilities may not be transferred from one resident to another. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name.

Failure by a resident to escort one's guest(s) will result in disciplinary action. Guests must obey University and residence hall/apartment regulations. Baby-sitting in the residence halls/apartments is prohibited. Violations may result in guests being required to leave the building and/or additional disciplinary action.

## ***Hallway and Door Decorations***

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

## ***Hallway Sports***

Games such as soccer, football, Frisbee, baseball, golf, basketball, skating, or other such activities are not permitted in the rooms, hallways, or interior common areas of campus housing. Water balloons, water and/ or cream fights, and other such activities are prohibited inside all residential facilities. Roller blades, skates, skateboards, and bicycles may not be used in the halls and common spaces of University buildings. Individuals participating in sports or other recreational activities on the exterior of residential facilities are expected to ensure they are adequately at a distance to ensure window, doors, overhangs, and other parts of the building(s) are not damaged.

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

## ***Health and Safety Inspections***

To ensure the health and safety of all residents, health and safety inspections are completed on a monthly basis and residents are provided with at least 72 hours of advance notice via hall postings. Community Assistants and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

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

## ***Housekeeping***

Housekeeping is performed on a daily basis Monday through Friday with limited cleaning on Saturdays and Sundays. In the residence halls, the Office of University Housing employs custodial workers who are responsible for the general cleaning in all common areas: 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. You are responsible for cleaning your own rooms.

Food preparation in the residence halls should be confined to designated kitchens specifically equipped for such activity. Housekeeping staff will not clean dishes left in community kitchens.

In Legacy Park apartments, custodial workers are responsible for the general cleaning of the breezeways and grounds of the complex. Legacy Park residents are completely responsible for the upkeep of the inside of the apartments and for bringing trash to the designated trash dumpsters. Failure to do so will result in a \$25 per trash bag charge on the student's account.

All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e., lounges, computer rooms, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. The University reserves the right to check rooms/apartments regularly to determine if unsanitary or unsafe conditions or unreported damage exist. If such conditions exist, residents will be expected to correct the condition immediately.

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



## ***Housing and Food Services Contract***

The contract with UL Lafayette Housing and Food Services, which covers one academic year consisting of Fall and Spring semesters, is a legal and binding document. Renewal forms are required for summer semester. A new residence hall/apartment application and Contract are required each new school year, beginning in the fall. 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 Office of University Housing.

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

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

## ***Laundry Rooms***

Laundry rooms are available in all areas. These coin-free washers and dryers are accessible to residence hall students only. Students should report problems with service to the hall staff, 2-2FIX phone number, or through the Repair Request Form located on the housing website. All students are encouraged to remain with their laundry to avoid theft. The University is not responsible for lost, stolen, or damaged items.

## ***Liability***

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

## ***Living Learning Communities (LLC)***

A Living Learning Community provides students with similar academic interests the opportunity to live together on the same floor and receive career planning and academic enhancement programming. In the fall of 2014 Residence Life will offer the following Living Learning Communities: Engineering and Nursing.

## ***Lock Changes***

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

## ***Lounges***

Hall lounges and lobbies are for the use and enjoyment of all residents and their guests. Please help keep the lounge areas clean and in good physical condition. Lounge furnishings and areas may not be used as overnight accommodations. Personal items will be removed from public areas if left for extended periods of time.

## ***Maintenance***

Only UL Lafayette staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering. Any maintenance needs to your living unit or community area should be immediately reported. Problems may be reported to any of the hall staff in the respective halls or to the Office of University Housing.

**In the event of an maintenance emergency:**

- During normal office hours, Monday through Friday, residents should contact the Office of University Housing at 337-482-2871 to report the issue.
- After business hours, contact the CA on duty for emergency maintenance.

**Maintenance issues that are considered EMERGENCIES include:**

- No heat
- Power outages that impact an entire apartment, floor or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

The Office of University Housing, along with Facilities Management, is responsible for residence hall/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 (337-482-2349) or through the housing website's Repair Request Form located under the "Contact Us" tab. This service allows for immediate reporting of all problems. For emergency situations after business hours, contact the on-duty community assistant.

## ***Missing Persons Notification***

On August 14, 2008, the Higher Education Opportunity Act was signed into law. As a direct result of this act, a Missing Persons Notification Procedure was created that addresses appropriate response to reports of missing students. The Missing Persons Notification Procedure applies to all students who reside in on-campus housing.

All students who reside in on-campus housing must designate another individual as a contact. This contact will be notified by the University if the student is determined to be missing for more than 24 hours. Notification will be made to the designated contact and the appropriate law enforcement agency for students of any age who reside on campus and are determined to be missing for more than 24 hours.

The Missing Persons Notification Policy also covers emancipated students under 18 who reside on campus, and stipulates that the student's custodial parent or guardian must be notified within 24 hours after the student is determined to be missing. Many missing person reports, in the University environment, result from someone changing their normal routine and failing to inform others of this change. Students can take a proactive role in supporting the Missing Persons Notification Procedure by:

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

## **Noise**

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

Residents are expected to be considerate of other residents in the building and adjacent areas and keep noise to a reasonable and considerate level. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. It should not be necessary to repeatedly approach a resident about noise. When quiet hours are in effect, conversations in hallways/breezeways and other common areas should be lowered to levels similar to a whisper.

Radios, stereos and all audio equipment may be played in the room/apartment as long as the volume is maintained at a level that is not disruptive to the community. Speakers are not allowed to be placed in windows without written consent of the Director of Housing, or the Director of Student Life & Conduct. Standard-size pianos and organs are prohibited in the room or apartment. The use of electronic audio equipment is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours.

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

All noise violations are handled on an individual basis. However, here is a guideline of possible consequences for violation of noise:

**First Violation**—Upon the first violation, the student will be given a written warning to be kept on file. This warning is given under the discretion of CA 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: 8:00 am - 10:00 pm \$25.00, 10:00 pm - 2:00 am \$35.00, 2:01 am - 10:00 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 authorized university personnel. The student will be charged one of the following fines, depending on the time of the violation: 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 person will be subject to eviction from the residence hall/apartment. If in the appeal, the person is approved to stay in residence hall/apartment, the fine is still to be paid, but the student will not be evicted. If denied in the appeal process, the person is subject to no fine, but will be evicted. The person will be charged one of the following fines, depending on the time of the violation: 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 residence hall/apartment, the student will be evicted. When evicted, the student remains bound to the terms of the contract.

## ***Opening and Closing of Halls***

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

## ***Outdoor Cooking***

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



## ***Overnight Guests (Cohabitation)***

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

Overnight Guest arrangements are as follows:

- Overnight guests must be registered by 11:00 PM on the first day of their stay.
- Guests must be at least 18 years of age.
- Only one guest per resident.
- Resident must be present in the room with guest at all times.
- Guests will be allowed to stay two consecutive nights on campus but no more than (five) nights per month.
- Hosts shall be responsible for all actions of the guest. Guests are required to adhere to all policies of the Department of Housing and Student Life & Conduct and University of Louisiana at Lafayette.



## ***Parking Lots***

Noise disturbances such as loud music, yelling from windows, horn blowing, etc. are prohibited. In addition, throwing balls or Frisbees, roller blading, roller skating, or skateboarding in any university parking lots are not allowed. All athletic activities are confined to approved areas outside the on campus community environment. Any vehicles parked improperly or without the proper permit is subject to being ticketed and/or towed at the owner's expense. Tampering with parking gates is also grounds for criminal charges as well as university sanctions. The Zone 23L Legacy Park visitor parking lot is limited in its capacity and must be regulated by the Legacy Park office. Visitors who request a parking pass must register as visitors with the Legacy Park office by providing a valid student ID (if student) or driver's license (if non-student). The parking pass will only be good for the day that it is issued. Visitors must be present in the apartment while the parking pass is displayed on their vehicle. Visitors may not register and receive a parking pass more than three (3) consecutive days or more than five (5) total days per semester.



## ***Parking on Campus***

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

## ***Patio/Balcony Furniture***

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

## ***Payments***

Payments are due as follows:

- Pay the total amount due for each semester. The fall semester payment is due by the tuition deadline before classes begin and the Spring semester payment is due by the tuition deadline before classes begin.
- You may pay in installments. Summer: the installments are due by the tuition deadline before classes then July 1. Fall: the installments are due by the tuition deadline before classes then September 1, October 1, November 1 and December 1. Spring: the installments are due by the tuition deadline before classes then February 1, March 1, April 1 and May 1.

Reminders will NOT be sent. Your billing statement is available online. It reflects current activity on your housing account as well as the amount due. Housing charges for the fall will be available for you to view and/or pay starting in July and spring charges in December. Refer to the Room and Meal Rate Sheet located on the Office of University Housing website under the "Residence Hall" tab for specifics regarding payments.

### Methods of Payment:

- Cash or Check: Make checks payable to the University of Louisiana at Lafayette and include your CLID on the check. There is a \$25 returned check fee on all checks with insufficient funds.
- Electronic Funds Transfer: The Electronic Funds Transfer (EFT) option allows the University to withdraw funds from your bank account upon your request via the ULink page. Set up your EFT payment from the web. Withdrawals normally take place within 24 hours but can take up to three business days to process. EFT payments returned unpaid are charged a \$25 returned check charge.
- Master Card, Discover or American Express: Payments by Master Card, Discover or American Express can be made online from your ULink page with an added convenience fee of 2.3% of the payment amount. The Office of University Housing and The Bursar's Office do not accept credit cards in person or over the telephone.
- Financial Aid: Unpaid housing charges will be automatically deducted from your financial aid each semester when your aid is released. Be sure to check your housing statement to see if a balance remains on your account after your financial aid has been applied. Any balance not covered by financial aid must be paid even if financial aid has not posted yet.

## How to Pay:

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

## Frequently Asked Payment Questions:

- Where do I send an overnight payment that requires a physical location?  
Student Cashier’s Center  
211 Hebrard Blvd.  
Lafayette, LA 70504
- Will I receive a bill?  
You can view your bill online on ULink and use the payment methods described above to make your payment.
- How will I know if you got my payment or if my financial aid has been applied?  
View your statement online.

## ***Pets***

No pets allowed including visiting pets. No exceptions. Dogs, cats, birds, snakes, fish and other reptiles, amphibians, etc. are not allowed in residence halls/apartments. Students keeping or attempting to keep any pet in the residence halls/apartments will be subject to disciplinary action and possible eviction. Service animals that are utilized for physical handicaps, which have full documentation, along with registration with the Office of Disability Services and the Office of University Housing, will be permitted at the full responsibility of the owner/handler. Any incident related to the conduct of the service animal will be the full responsibility of the owner/handler. The University will not take responsibility for any action that is related to the handling or mishandling of the service animal.

## ***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.

## ***Posting Materials in the Halls***

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

## ***Quiet Hours/ Courtesy Hours***

Quiet hours help ensure students' rights to an appropriate environment for sleep and study. Quiet hours are maintained to provide an atmosphere conducive to studying. Quiet hours are in effect from 10 p.m. to 10 a.m., daily. Courtesy hours are in effect 24 hours a day, however. During this time, students should respect their neighbors' rights and be courteous by controlling noise levels at all times. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. Certain areas of campus residential facilities may be designated "quiet areas" and are enforced 24 hours a day.

## ***Relocations and Consolidations***

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

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

If students fail to make their own arrangements or fail to request Housing & Student Life and Conduct administratively reassign them, The Office of University Housing reserves the right to assess the private room fee, to reassign them to another room/apartment, or to assign them a new roommate. Once the Office of University Housing has taken action, the new assignment shall remain in effect for the rest of the semester.

## ***Reserving a Certain Room***

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

## ***Residence Hall Association (RHA)***

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

## ***Resident Meetings***

Resident meetings are held in each residence hall and in each apartment building on a regular basis. These meetings communicate important campus information to residents and/or gain information and feedback from residents on ideas or concerns. Residents are expected to attend all scheduled resident meetings. On some occasions, a resident meeting will be announced as mandatory and attendance by all residents is required. Due to the crucial and/or serious nature of these mandatory meetings, sanctions may be imposed on residents who fail to attend.



## ***Resignation and Suspension***

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

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

## ***Room Changes***

Students wishing to transfer from one room/apartment to another room/apartment must request the transfer from the hall staff/apartment community director. Room changes must be officially approved before any moving of belongings takes place. Students have 24 hours to move their belongings to the new room. Failure to move belongings to the new room within 24 hours will result in the student being charged for both rooms until a proper check out of the first room is completed with the hall staff. Moving without permission is not allowed.



## ***Room Condition and Inventory Report***

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

## ***Room Deposit Refunds***

On campus 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 May 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 and cancellation policy of contract being applied.

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

## ***Room Keys***

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

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

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

## ***Room Reservations***

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

## ***Room Types Available***

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

## ***Roommates***

One of the first people a new resident meets after arrival is his/her roommate. Roommates will share a special relationship. They may not ALWAYS get along with each other or care to spend time together, but they will share part of their lives with each other. Since roommates will be living together, it is important that they take the time to get to know each other. “Sharing space” by learning to live with and appreciate a roommate can be one of the most challenging and beneficial experiences of a resident’s college years. Residents will grow, share, and learn with their roommates. All roommate experiences may not be ideal but have the potential to be successful. Communication is the key. Even if two people are in complete disagreement with each other, if the situation is clearly communicated, there may be at least an understanding or acceptance of each other. Learning how to establish relationships with others is essential knowledge for any career or activity.

If your roommate should depart, the Office of University Housing will give as much notice as possible when assigning a new roommate. However, you may be assigned a new roommate with little or no notice. Therefore, you should make sure that common areas are kept clean and maintained as outlined to accommodate any newly assigned resident(s). If your unit is not cleaned in an acceptable manner prior to your roommate's arrival, Housing reserves the right to clean the unit, and bill the cost to the University account of the current resident(s) of the unit.

### Roommate Guidelines:

- Set guidelines and expectations right away-a CA can help with a roommate agreement if residents request one.
- Talk about ideas and feelings as well as just "things"
- Be honest about feelings, likes and dislikes.
- Roommates should be willing to compromise, but each resident needs to know what he/she is willing to compromise and what is important and not negotiable.
- Residents should give their roommate the respect, consideration and understanding they expect in return.
- Set the "tone" for talking- five minutes before class is not the time to have a heart-to-heart discussion.
- Roommates should discuss problems with each other (or the hall staff) and not just with anyone who happens to be walking by.
- Values, feelings and ideas change, and that's okay – so residents should not feel betrayed if their roommate seems "different" after a while – that's growing.

Roommates may be complete strangers or they may be friends from their hometown. Regardless of the familiarity with each other, each resident is in a new situation and a different experience. The new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. Roommates will have to communicate to provide these things for each other.

## Questions for New Roommates to Ask Each Other (and themselves!):

- How does each roommate feel about guests dropping by? How often? How late? Weekend visitors?
- What time does each roommate go to sleep? What time do they get up? Are they a heavy or light sleeper? Do they snore?
- How much does each roommate study? When do they study? How quiet does the room have to be for each person to be able to study?
- What is the preferred temperature of the room?
- What kind of music does each roommate like? How loud?
- How clean and neat does each roommate want the room? How are roommates going to decide who cleans what and when in the room?
- Which items of each roommate's property are acceptable to borrow? Which are off limits?
- How will the living space be set up and arranged?

## Survival Tips for New Roommates:

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic: roommates should not expect to be each other's best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict (before they arise if possible). Be open to compromise.
- If one roommate does something the other roommate does not like, talk about it right away.
- If the things the roommates agree upon at the beginning change, be sure to let each other know.
- Be considerate of each other's privacy.
- Roommates should never assume their roommate is just like them. Each resident has unique differences.

- Always ask permission. Don't just use the XBOX or eat the cookies without asking.
- Roommates should appreciate one another and never take each other for granted.
- Avoid being judgmental
- Residents should be honest, assertive, and stand up for themselves
- Ask a CA for help. He/she is trained to help mediate conflicts. If he/she can't help, contact the Community Director (CD).

Residents who have problems that they cannot seem to work out with their roommates should be sure to talk to the Community Advisor. A CA can help negotiate a solution and if one cannot be reached, he/she may be able to work out a room change. If a resident plans to leave the hall overnight or longer, it is a good idea to let his/her roommate or CA know where he/she is going and how he/she can be reached in an emergency.

## ***Roommate Conflicts***

The Office of University Housing and Student Life and Conduct are committed to making on campus living an enjoyable and growth-filled experience. When conflict between roommates occurs, Student Life and Conduct staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to complete a "roommate agreement" to address specific concerns. This agreement between roommates becomes binding and will be used to resolve future conflicts that may occur. When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Community Director to move one or both residents from the room. An aggressive roommate is one whose acts or communication are intended to harass, intimidate or humiliate.

One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action.
- Both roommates are violating each other's rights.
- One or both roommate(s) refuse(s) to complete a roommate agreement, or adhere to agreements contained within the roommate agreement.
- A violation of procedure(s) has occurred.

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

## ***Safety on Campus***

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

The Office of 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.

## ***Sanctions for Policy Violations***

Failure to adhere to these policies may result in immediate removal from the residence hall/apartment, suspension of guest/visitation privileges, and/or referral to the Office of Student Life & Conduct or University Police Department. Possible sanctions include, but are not limited to:

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

## ***Security***

All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to University Police, hall staff, Student Life & Conduct, and/or the front desk staff. To provide a more secure environment, students:

- Should be attentive to persons and activities around them
- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors and automobiles
- Should not remove window screens
- Should not leave windows open or unlocked
- Should not permit unknown persons to enter housing areas
- Should not open doors to strangers
- Should not keep valuables in open view in living area
- Should mark all valuables and personal property with identification
- Should record all identification information (e.g., serial numbers) and keep in a secure location
- Should not keep valuables, back packs, and textbooks in plain view in automobiles



## ***Security Cameras***

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

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

## ***Semester Breaks***

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



## ***Shuttle Service***

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

## ***Smoking***

Smoking of any kind is not permitted on UL Lafayette's campus. Violations should be reported to the University Police.

## ***Special Needs***

If you have any special circumstances, situations, or physical limitations which would affect your living on campus, you should contact the Office of University Housing and contact the Office for Disability Services.

## ***Summer Housing***

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

## ***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 CA, staff,

Housing staff, or Facilities Management staff will lock the room when they leave.

The University is sensitive to the privacy of students living in campus housing. However, the relationship of the University to the student is not defined as that of landlord to tenant.

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

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

## ***Stairwells***

### Coronna & Bonin Halls

- Residents may utilize the stairwell across from the elevator at any time.
- Access to stairwells on each wing will be RESTRICTED between the hours of 10:00 PM and 10:00 AM. Residents may use these stairwells between 10:00 AM and 10:00 PM.
- Alarms on these doors will sound until reset by a staff member.

### Baker & Huger Halls

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

### Conference Center

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

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

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

Residents and guests are expected to comply with all Office of University Housing, Student Life & Conduct, or University signs and notifications. Tampering or removal of Housing, Student Life & Conduct or University signs is prohibited and may result in disciplinary action.

## ***Student Health Services***

The University operates a free clinic with several doctors, nurse practitioners and nurses on staff. The Student Health Services staff routinely see students or schedule appointments. All students need a valid UL Lafayette ID to be seen by medical personnel.

## ***Student Identification***

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

## ***Suite Bathrooms***

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



## ***Trash Disposal/Removal***

Residents are responsible for removing trash from their rooms or apartments and placing it in the proper receptacles. Designated “Trash Rooms” or dumpsters are located in or near all housing facilities. It is not acceptable to place excessive trash in the common area trash containers in the residence halls. It is not acceptable to place trash or trash bags outside apartment doors or on balconies. It is not acceptable to place trash or trash bags in residence hall corridors, stairwells, or common areas.

Residents shall not dispose of trash bags by placing them in trash cans located inside or immediately outside the residence halls/apartment and around the courtyards. These receptacles are designed for smaller, individual items (i.e., candy wrappers, single drink containers, etc.). Trash receptacles in common areas of all housing facilities are for the disposal of individual items, and residents should not fill them with bags of trash from their apartments or rooms.

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

In the event a fire extinguisher is discharged in response to a fire, the discharged extinguisher must be reported to the Housing Staff immediately to ensure the extinguisher is refilled. Pulling a false fire alarm is a felony. Tampering with fire protection equipment and systems may result in criminal charges in addition to University sanctions. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be tampering or disabling smoke detectors will be subject to disciplinary action.

## ***Telephones***

The University provides its own telephone service, which includes a voice mail system that is available to students upon check-in. Students must supply their own touch-tone phones. Local calls can be made free of charge. When dialing most off-campus numbers within a 25-30 mile radius, dial 9 + the seven-digit telephone number.

On-campus extensions can be reached simply by dialing 2 + the last four digits of the telephone number. Long distance calls may be placed only with the use of a calling card or by calling collect. Collect calls should not be accepted in the residence halls/apartments. All charges associated with collect calls will be assessed to the student.

## ***Theft***

Theft greatly disturbs the on campus environment. The University cannot assume responsibility for the personal belongings of students or for any damages to personal property. This refers to all areas on campus and to personal property taken off campus in connection with a University function. Personal items of value such as phones, electronics, computers, televisions, jewelry, etc. should be properly insured through the resident's personal insurance policy. Insurance coverage for residents' property is not included in or available through the University's institutional insurance coverage. Personal property should be marked for identification. Serial numbers and other identification information for electronic equipment and other personal property should be recorded and filed for reference purposes. It is the responsibility of students to lock the door(s) and window(s) of their rooms/apartments.

Students should never leave a key for other student to use to get into a suite/apartment. Vehicles should be locked, and books, bags, and other personal property should not be left clearly in view on the seats and floor of vehicles. Personal property accidentally left behind in the residence hall or apartment after the closing of campus housing may be reclaimed up to seven days after departure. After that point, all remaining items become property of the University of Louisiana at Lafayette and will be disposed of at the discretion of the University.

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

## ***Themed Housing Communities (THC)***

A Themed Housing Community provides students with similar interests the opportunity to live together on the same floor and receive enhancement programming. In the fall of 2014 Residence Life will offer the following Themed Housing Communities: Honors, Lifetime Recreation, Leadership/Community Service, and Arts.

## ***Unlock Door Policy***

Students should have their keys with them at all times. Students who lock themselves out of their room/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. The \$15.00 lock out charge applies to all doors (building entrance, suite, bedroom, closet, etc.) If you have been provided access to any door



either by key or card access, you will be charged to be let into these areas should you forget your key or ID card.

## ***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 hall staff or the UL Lafayette Police Department. Your active involvement in reducing damages within your community is encouraged as this damage may cause injury, inconvenience to other members of the community, and reduce the amount of money available for hall improvements.

Vandalism is when damage occurs that is not considered routine and includes, but is not limited to, damaging residence hall/apartment property, graffiti, placing trash in the hallways, damaging bulletin boards and other destructive activities not appropriate for the on campus community. When responsible individuals cannot be identified, the residents of the floor, wing or building may be assessed common area charges that will be split among all residents involved.

If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall/apartment complex. Residents who vandalize residence hall/apartment property are subject to disciplinary action. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of University Housing (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident's account.



Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician or over the counter and/or prescription medication is also prohibited. Any substances that smell, appear, or otherwise can be perceived as marijuana or any other illegal substances are strictly prohibited in all hall areas. All students are expected to read and be aware of the University's policy on drugs and other substances as outlined in the general regulations and policies section of the Code of Student Conduct.

State and federal law is very explicit in regard to illegal drugs. UL Lafayette upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance including, but not limited to, marijuana, cannabinoids, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, rohypnol, GHB, ketamine, Ecstasy and other "club drugs," as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the students' parent(s) or guardian(s) and sanctions. Drug paraphernalia or any item(s) which may facilitate drug usage are prohibited.

## ***Windows***

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







# Thank you for choosing UL Lafayette University Housing



**111 Boucher Street, Lafayette, Louisiana 70504**

University Housing

P: (337) 482-6471

F: (337) 482-6124

P.O. Box #42690

[housing.louisiana.edu](http://housing.louisiana.edu)

[oncampusliving@louisiana.edu](mailto:oncampusliving@louisiana.edu)

Student Life and Conduct

P: (337) 482-6373

F: (337) 482-1167

P.O. Box #43970

[anisette.ucs.louisiana.edu/Student/studentlife](http://anisette.ucs.louisiana.edu/Student/studentlife)

[studentlife.conduct@louisiana.edu](mailto:studentlife.conduct@louisiana.edu)

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