



LSU | Residential Life

2021 | LIVING ON CAMPUS 2022 | HANDBOOK

Residence Halls, East Campus Apartments, West Campus Apartments, and Nicholson Gateway Apartments





WELCOME TO CAMPUS



From orientation to graduation, there is a home for you on campus. Welcome to the community!

Close to 8,000 students live in on-campus communities that are intentionally designed to support your transition into and through college, your academic success, and holistic personal development. I hope you will get involved, influence your living environment, and truly experience the best of LSU.

With students and staff from all corners of the globe, we are committed to creating an inclusive and respectful home for everyone in our communities. Whether it's attending the entertaining community programs, having dialogue on tough topics, holding one another accountable to community standards, or learning through study groups, take advantage of all the services and support staff your community provides. This handbook presents important information you need to know about the services, policies, and procedures for residential communities at LSU.

Familiarize yourself with the information in this handbook and contact a Residential Life staff member with any questions or concerns. Your live-in community staff members are a great resource. Look for your residence coordinator in their office in your building, at community programs, and the dining halls!

Again, welcome and best wishes for a successful year!

Geaux Tigers!

Peter Trentacoste
Executive Director, Residential Life

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CORONAVIRUS COMMUNITY STANDARDS

LSU Residential Life adheres to all guidelines and practices set forth by the Center for Disease Control (CDC), the state of Louisiana, and the LSU Emergency Operation Center (EOC) regarding Coronavirus and COVID-19. Information regarding current guidance can be found on the LSU Coronavirus Updates & Information website, lsu.edu/roadmap.

PREVENTION

Members of the LSU community can reduce their risk of being exposed to the Coronavirus by following these measures:

- Cover nose and mouth with a tissue when coughing/sneezing. Dispose of tissue in the trash after use.
- Wash hands often with soap and water for at least 20 seconds
- Use hand sanitizer, at least 60% alcohol, if soap and water are unavailable
- Limit close contact with individuals
- Do not share food and drinks with others
- Disinfect common, shared household objects often

COMMUNITY LIVING STANDARDS

Residents will practice physical distancing and not exceed posted occupancy of community spaces.

Residents must follow all policies set forth by the LSU EOC, lsu.edu/roadmap.

ISOLATION AND QUARANTINE

Isolation due to asymptomatic or symptomatic infection:

Isolate for at least five (5) days from the date of the positive test. Return to campus can occur on day six (6).

Quarantine Protocol:

Unvaccinated individuals will quarantine for 10 days unless they receive a positive test, at which point they will move to isolation.

Vaccinated individuals should physically distance, mask, and test at the time of notification of exposure and 5-7 days later, as per the recommendations of LDH. If testing is not done, individuals must quarantine for 10 days.

If you need to quarantine or isolate due to exposure or positive test, the first option is to return home. If not, LSU Residential Life has limited quarantine and isolation space available using a mixture of on- and off-campus facilities. As a result, priority will be given to those students that live more than 3 hours from campus.





COMMUNITY LIVING

Know your responsibilities and rights as a resident in your community.

Being a member of a community brings a set of rights as well as responsibilities. We encourage you to seek active roles in your community as a leader, student, and peer.

Community Standards

LSU's residence halls and apartments have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surroundings in which the community exists. Resident Assistants (RAs) lead their communities in upholding community standards within the residence halls and apartment communities.

All members of our community are responsible for supporting an atmosphere that appreciates individual differences and recognizes each person's unique contribution to the university.

Diversity Statement

Residential Life at Louisiana State University is committed to creating an inclusive and respectful home for all members within our community. We hold ourselves responsible for cultivating and sustaining inclusive environments for our students, staff, and faculty; with intentional effort to honor and respect all identities including but not limited to: age, ability, color, creed, cultural background, ethnicity, family status, gender identity/expression, marital status, national origin, race, religious affiliation/spiritual affinity, sex, sexual orientation, socio-economic status, or veteran status. Through our Commitment to Community, we will mobilize to focus on equity and inclusion to enrich and enhance the educational, social, and emotional experiences of the members of our community.

We believe that bigotry and harassment in all its forms have no place in our communities, and there is no excuse – not fear, ignorance, religious bias, anger, humor, alcohol or substance abuse – that excuses or rationalizes oppressive behavior.

We have created this diversity statement so that all students and staff may understand the importance of each individual's identity that resides within our Residence Halls. We will work to make our commitment to these values an integral part of our purpose, values and daily activities.

Bias Related Actions

Behaviors that result in bullying, harassing, intimidating, or harming another person or group of people based on their identities as outlined in the LSU Residential Life Diversity Statement is prohibited.

Reporting & Resources

Report bias or discriminatory behaviors at lsu.edu/lsucares.

View the university's anti-discrimination policy, PS1, at lsu.edu/policies.

We partner with other campus offices like the Office of Disability Services, the Office of Multicultural Affairs, the Dean of Students, the Student Health Center and more to meet students' needs and connect them with appropriate resources. Visit www.lsu.edu/housing/accessible-housing/ for more information about inclusive housing and partners' contact information.

TITLE IX & OFFICE OF CIVIL RIGHTS

The Office of the Title IX Coordinator exists to:

- Enforce the university's sex-based discrimination policies
- Educate the community about our policies and practices
- Connect people to resources that can support them if they experience discrimination or retaliation
- Listens to the concerns of the campus community

The Office of the Title IX Coordinator also addresses concerns related to PM-73, Louisiana State University's policy on sexual misconduct. This policy includes:

- Sexual assault
- Sexual harassment
- Dating and interpersonal violence
- Domestic violence
- Stalking
- Retaliation

In addition, the Office of the Title IX Coordinator responds to Title IX matters that are not included in PM-73 such as pregnancy or parenting, access and participation, and biological sex.

On-Campus Support - lsu.edu/support

Survivor Support (Lighthouse)

Housed in the Student Health Center, The Lighthouse Program provides free and confidential interpersonal violence prevention, support, and advocacy to the LSU campus community. The program assists student-survivors of sexual assault, interpersonal violence, stalking, and harassment. Visit lsu.edu/lighthouse to learn more or to request support.

Mental Health Services

Mental Health Service (MHS) provides clinical services that enhance LSU students' personal growth and development, address psychological needs, and support the pursuit of academic goals.

Located within the Student Health Center, MHS seeks to collaborate with campus partners and community resources to enhance the overall well-being of LSU students. Staff includes licensed professionals and graduate students from the fields of clinical psychology, clinical social work, professional counseling and psychiatry. You can contact MHS directly at 225-578-8774 or visit lsu.edu/shc to learn more about MHS services.

Medical Clinic

The LSU Student Health Center is open and committed to meeting the health and wellness needs of students with telehealth visits in the Medical Clinic, Mental Health Service, and Wellness and Health Promotion. In addition, onsite Medical Clinic visits are available, by appointment only and on site priority visits are available in Mental Health Service and Wellness and Health Promotion. Visit lsu.edu/shc to view the complete list of services and resources offered.

Student Health Center

The Student Health Center is dedicated to creating a healthier campus community. Comprised of the Medical Clinics, Mental Health Service and Wellness and Health Promotion, the Student Health Center offers collaborative care to support student health and wellness. To schedule an appointment or to learn more about available services, call 225-578-6271 or visit www.lsu.edu/shc

The Phone

Call, text, or chat with The Phone at 225-924-LSU1 (5781), a 24/7 crisis intervention service providing emotional support and referral services. In an emergency, call LSU Police at 225-578-3231 or dial 911 (not confidential).

Residential Life Staff Members

Residential Life staff members are mandatory reporters. As such, they are required to report all incidents where a potential violation of Title IX or PM-73 has occurred.

Visit lsu.edu/titleix/index.php for policy and procedure overviews, resources for all parties involved in Title IX cases, and pregnancy and parenting resources.

Bias Related Incidents

Behaviors that result in bullying, harassing, intimidating, or harming another person or group of people based on their identities as outlined in the LSU Residential Life Diversity Statement is prohibited.

If you witness or experience conduct that discriminates, stereotypes, marginalizes, excludes, harasses or harms anyone in our community based on their identity (such as race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age or religion) please report it to the university. The elimination of discrimination on our campus begins with reporting. Submit a bias related incident report at lsu.edu/lsucares.

Additional Resources

LSU Cares

LSU Cares is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. LSU offers an online reporting system at lsu.edu/lsucares to help students, faculty, staff, families, and friends submit reports about:

- Potential violations of the LSU Code of Student Conduct;
- Concerns regarding sexual misconduct and hazing;
- Concerns surrounding acts of bias or discrimination;
- Complaints or grievances; and
- Concerns about students in crisis or distress.

Reports may be submitted by anyone with a concern about the LSU community. Reports may be submitted either with a person's contact information or anonymously. When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources.

Residential Life staff members will lead the response for concerns that either involve a student living within a Residential Life community or that occurred within a Residential Life community.



RIGHTS & RESPONSIBILITIES

LSU's Department of Residential Life is committed to providing students with an inclusive and welcoming environment that promotes academic success, personal growth, and connection to community. As a member of one of our residence hall or apartment communities, you have rights and expectations related to your interactions with other members of our residential community.

- The right and responsibility to be treated and also to treat others with fairness, civility, and mutual respect;
- The right to a safe and secure room or apartment, free from instances of harassment, bias, prejudice, or discrimination, and without reasonable fear of harm, intimidation, or distress;
- The right to report instances of harassment, bias, prejudice, or discrimination;
- The right to exercise individual freedoms regardless of ability, age, race, sex, national origin, religious affiliation, gender identity/expression, sexual orientation, or political affiliation;
- The right to learn, study, and sleep in your room free of interference;
- The right to adequate privacy and the responsibility to respect the privacy of others;
- The right to have your property respected, and the responsibility to respect and maintain the condition of the physical facilities, equipment, and property of others;
- The right to have direct access to Residence Coordinators (RCs), Graduate Residence Coordinators (GRCs), and Resident Assistants (RAs) who can provide assistance, guidance, and support as needed, and to utilize those staff should violations of the roommate agreement, Living On Campus Handbook, or Code of Student Conduct occur in order to seek options for a timely resolution;
- The right to have living space concerns addressed with you directly and the responsibility to communicate with your roommate(s) and update this roommate agreement should a change in your preferences or circumstances occur;
- The responsibility to ensure the safety of our community by maintaining cleanliness, social distancing, and by following all guest policies;
- The responsibility to comply with reasonable requests made by community staff or university officials; and
- The responsibility to hold yourself and your roommate(s) accountable to all expectations and standards set for the space through this roommate agreement and to the expectations for all members of the LSU and Residential Life communities.

ROOMMATE AGREEMENT

Residents are required to complete a roommate agreement within the first month that they live together. The roommate agreement covers topics including ideal room temperature, guest preferences, privacy, and more. It is important to take this process seriously, and to be honest and realistic during your roommate agreement conversation. These agreements serve as a conversational starting point and should be revisited frequently as relationships between roommates grow.

MEET THE STAFF

There are more than 500 full-time and student employees within Residential Life to connect with you and help you navigate the LSU community. Staff members are available to assist you in finding how to request a work order for your space or how to find your next class, as well as ways to get involved within your community and LSU. The staff directory and organizational chart are available at lsu.edu/housing.



Residence Coordinator (RC)

Who we are: RCs are full-time professionals that live and work in each community. RCs oversee the day-to-day operations of the community and supervise student staff members.
How to contact us: RC office hours are 10 a.m. to 4:30 p.m. weekly in each community.



Graduate Residence Coordinators (GRC)

Who we are: GRCs are graduate students who live and work in each community. GRCs assist the RCs with day-to-day operations of the community.
How to contact us: Office hours vary in each community.



Resident Assistant (RA)

Who we are: RAs are upper-class students assigned to individual hall floors or communities.
How to contact us: Knock on our room door or go to the front desk to contact the RA on-call.



Desk Assistant (DA)

Who we are: DAs are students that work at the community front desks.
How to contact us: Call the front desk number or stop by! Most desks are open 24/7 when the buildings are open.



Custodians & Facilities Staff

Who we are: Custodians are full-time staff who maintain and clean the community facilities, including common areas, hallways, and bathrooms.
How to contact us: Call the community front desk or place a facilities work order through your housing portal.



Res Life IT Help Desk

Who we are: Student computer technicians who assist with IT related issues and maintenance in each community.
How to contact us: Submit an IT work order at lsu.edu/reslifetech.

JOIN OUR TEAM

Work with us! Working on campus is a great way to learn time management, gain valuable skills, expand your resume, and make connections. To learn more about working with us and applying, visit lsu.edu/reslifejobs.

Resident Assistant
Communications Assistant

Tour Guide
Student Computer Technician

Desk Assistant
Office Assistant

STUDENT ENGAGEMENT & PROGRAMMING

Getting engaged in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. Make sure to talk with your RA/GRC/RC about Residential Life Programming -- it consists of everything from small educational events to large scale social gatherings.

Programming

The Department of Residential Life is committed to enhancing your total college experience. The purpose of programming is to promote your personal and academic growth. Residents who feel connected to other residents and their RA will feel more at home and a part of the community. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally, and to prepare you for life after graduation. Check the campus events on your floor's bulletin board, on TigerLink, at roomcompact.com or follow Residential Life social media accounts to learn more about programs happening campus-wide or in your community.

Types of Programs

Floor Program

Floor programs are small-scale events that your RA has tailored just for the needs of the residents on the floor and in the community. These programs provide a mix of social and education experiences.

All-Hall or Community-wide

All-Halls are community-wide programs that are planned by the RA staff in each community. These large-scale events are designed to provide social opportunities and allows you to interact with everyone in your community.

Signature Programs

A signature program is an annual event hosted by each community. These events help you experience the tradition of living on campus and being part of a community.

Some of the signature programs each year include:

- *Taste of Louisiana* in West Campus Apartments. Residents enjoy live music by New Orleans style brass bands and sample a variety of Louisiana cuisine.
- *Boo in the Shoe* in the Horseshoe Community. Residents get creative to design, host and experience the largest haunted house on campus.
- *BAMAROO* in the BAM Community. Residents gather for this outdoor event with live music, food, and group activities.



GET INVOLVED

Getting involved in your community is a great way to meet new friends, learn valuable skills, and contribute positively to your living environment. There are many different student leadership opportunities that allow you to be involved within Residential Life both in your specific community or with the campus as a whole. If you have questions about how to get involved in your community, speak with your RC, GRC, or RA.

Residence Hall Association - rha@lsu.edu - lsu.edu/RHA

The Residence Hall Association (RHA) represents all students living in residence halls and on-campus apartments. RHA acts as a governing body by reviewing and recommending changes in regulations, policies, and physical facilities pertinent and beneficial to students living on campus. RHA also organizes and sponsors educational, social, and leadership activities of benefit and interest to on-campus residents.

RHA is composed of an executive board elected by on-campus students and Community Council members. All on-campus residents are automatically general members of the RHA and are entitled to run for positions within the organization. The RHA executive board is elected during the spring semester and serves a term that spans one calendar year. During the fall semester, on-campus residents can run for positions as an RHA Senator, RHA Ambassador, or for additional positions within their Community Council. Annual RHA sponsored events include the block party, Splatterbeat, and crawfish boil.

Community Council - rha@lsu.edu - lsu.edu/RHA

Community Councils reflect the interests and concerns of residents to propose changes beneficial to the community. Community Councils also plan social and educational programs based on community interests. Each residence hall and apartment complex is represented by a Community Council, which is comprised of representatives from each hall. The officers are elected at the beginning of the fall semester by residents of the community. Any resident may run for a Community Council position. Community Councils, with assistance from the Residence Hall Association, conduct their annual fundraiser at the beginning of the year with the Activity Card sale. The funds are then used by the Community Council to hold community activities and enhance the living environment. If you have additional questions about joining your communities Community Council please reach out to your GRC or RC.

Dance Marathon - dmatlsu.org

Dance Marathon at LSU is a yearlong, student run organization that raises funds and awareness for our local Children's Miracle Network Hospital. Since 2013, our students have fundraised over \$1,300,000 to help build the new freestanding children's hospital in Baton Rouge.

Every on-campus community has their own Dance Marathon team that fund raises and attends "The Big Event" together in the spring. The "Big Event" is a 20-hour long event that celebrates the patients and families that have received treatment from the hospital. Students can join their community team as a dancer or as a team captain, a leadership position in Dance Marathon that acts as the team captain and helps to lead the community efforts! See your RC to join your community's team.

OF THE MONTH - One of the main recognition programs coordinated by NRHH is the "Of the Month" or "OTM" program. Throughout the year, students, faculty, and staff nominate outstanding programs or individuals for an "Of the Month" award. To submit a nomination, visit <http://otms.nrhh.org/>.

ROOMMATES & SUITEMATES

Making the most of living in your new residence hall or apartment community starts with getting settled in and getting to know your roommate. Living with and among others is one of the most exciting, unique, and potentially stressful aspects of living on campus.

Whether you and your roommate are old friends or matched using the roommate finder portal, developing a healthy relationship will help make living in your new room or apartment comfortable. While you and your roommate are not required to become close friends, sharing a living space will ensure you interact with one another on a daily basis. **Great roommates openly communicate, respect one another, and willfully compromise.**

Before You Move In

The relationship you have with your roommate should start before move-in day. Prior to arriving on campus, be sure to discuss what each of you plan to bring and what kind of relationship you're hoping to have with one another.

Forging this new relationship before living together might include getting to know each other's sleeping habits, cleanliness standards, and pet peeves. It's likely that you and your roommate will differ, therefore it is crucial to be clear about what you want and what you are willing to compromise on.

As excited or nervous as you may be to meet your new roommate, keep in mind that social media may not provide an accurate illustration of others. Grant yourself the opportunity to get to know this new person for who they truly are.

Discussion Topics

ACTIONS

- How early will you be waking up?
- How late will you be staying up?
- How often do you plan to be in the room?
- What do you plan to use the room for?
- When and where do you plan to study?
- What kind of environment do you need to study?

SPACE

- How often will we clean the room/apartment?
- Who will clean what?
- What items are you willing to share?
- What items are you not willing to share?
- What is your ideal temperature for the room or apartment?

GUESTS

- How do you feel about having friends and visitors over?
- How frequent do you plan to have guests and visitors over?
- What are your thoughts on having overnight guests?

COMMUNICATION

- How should we address conflicts between us?
- How will we confront each other?
- Does in-person communication work better for solving problems?
- How will we involve our RA in working through our conflicts?

Living Together

Once you have made it to campus, take time to get to know your roommate – this can be as simple as sharing a meal in the dining hall, attending a campus event together, or spending time with one another in your room or apartment.



CONFLICT RESOLUTION STRATEGIES

Throughout the year, there may be times when you and a roommate or suitemate may come to some sort of conflict. Conflict is normal and is even part of the healthiest of relationships. Your success as roommates is not based on whether or not you've experienced conflict, but rather how you and your roommate respond to it.

DISCUSS

The first, and most important step to conflict resolution is sharing concerns with your roommates; it is possible that your roommate may not be aware that you have this concern. When speaking to your roommate regarding the issue, be sure to keep these tips in mind.

Be Calm – The ways in which you approach the conflict can make the issue easier to address or escalate the conflict. Remaining calm and using appropriate language will help you to solve the issue.

Go to the Source – It's best to address problems with your roommate, rather than complain to others. Talking to others may only intensify the issue, instead of resolving it.

Use "I" Statements – By using simple "I" statements, you can decrease any implied blame and increase your roommate's willingness to talk. "I" statements are simple and convey how you feel about the situation. For example, saying "Sometimes I can't get enough sleep because you have guests over," rather than, "You and your guests always wake me up and I can't get enough sleep. It's so annoying."

WORK TOGETHER

Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate to solve the conflict and make a commitment to listen to one another.

Listen – Even if you are the one bringing up the issue, it is important to listen to what your roommate has to say. Often, conflict is a two-way street - be willing to hear out their concerns, too.

Compromise – More than likely, you and your roommate will not have identical preferences on the room. Be willing to compromise, but stay true to yourself and your preferences.

Think for the Future – Dwelling on a past issue will not help make the relationship with your roommate better. Create a plan to address any conflicts that may arise in the future.

CONSULT

You are not alone when living on campus, your resident assistant and other Residential Life staff are here to support and assist you in resolving roommate conflicts.

Use your Resources – If you have not yet resolved the conflict, your RA can give you helpful techniques to use when speaking to your roommate. Additionally, your RA and the other staff in your residence hall or apartment community are able to mediate the conversation among roommates.



POLICIES

The rationale for all policies is that every resident has the opportunity to take advantage of the academic and co-curricular opportunities offered at LSU. In order to ensure that basic right for all residents, we need cooperation. Rules – whether they are state or federal laws, city ordinances, university regulations, or departmental policies – are created for the purpose of clarifying the rights and responsibilities of each individual.

Residents and guests are responsible for becoming familiar with and adhering to policies outlined within the LSU Code of Student Conduct, the Living on Campus Handbook, the housing contract, and Residential Life and LSU policies outlined on the LSU website at lsu.edu/housing.

If there are any questions regarding the department polices, please contact in community professional or graduate staff. We encourage dialogue to demonstrate support and to build community.

Alcohol - Residence Halls

Alcohol may be present in residence halls if all of the following conditions are met:

- Only those residents and guests who have attained the legal drinking age of 21 years or older can possess and/or consume alcoholic beverages in the privacy of their own room
- All individuals present are 21 years of age or older and must conduct themselves in accordance with LOC Handbook and LSU’s Code of Student Conduct policies. Disorderly conduct, disruption of university functions, excessive and endangering consumption leading to medical assistance or LSU Police Department intervention are grounds for policy violation and documentation
- Consumption and/or possession of alcoholic beverages is not permitted in/on balconies, stairways, hallways, courtyards, parking lots, laundry rooms, or any public area within the residential community
- Alcohol containers must be unopened or closed when being transported through the community
- Sale of alcohol is prohibited
- Common source alcohol (such as kegs) is prohibited
- Alcohol may not be stored in a residence hall room if one or more of the residents is under the age of 21 years

Alcohol - Apartments

Alcohol may be present in apartments if all of the following conditions are met:

- Only residents and guests who have attained the legal drinking age of 21 years or older can possess and/or consume alcoholic beverages in the privacy of their own apartment
- All individuals present are 21 years of age or older and must conduct themselves in accordance with LOC Handbook and LSU’s Code of Student Conduct policies. Disorderly conduct, disruption of university functions, excessive and endangering consumption leading to medical assistance or LSU Police Department intervention are grounds for policy violation and documentation
- Consumption and/or possession of alcoholic beverages is not permitted in/on balconies, stairways, courtyards, parking lots, laundry rooms, or any public area within the residential community
- Alcohol containers must be unopened or closed when being transported through the community
- Sale of alcohol is prohibited
- Common source alcohol (such as kegs) is prohibited
- Alcohol may be stored in common areas of an apartment under the following conditions:
 - One or more residents of the apartment is 21 years of age or older

Animals

Pets - Fish in a 20-gallon fish tank or smaller are allowed within on-campus housing communities. All other pets, including visiting pets, are not permitted within on-campus housing communities. A fee will be assessed to the resident's University account for cleaning costs associated with unauthorized pets documented within on-campus residential communities.

Service and Assistance Animals - In accordance with the Americans with Disabilities Act, service animals are allowed in all parts of residential communities. Assistance animals, in accordance with the Fair Housing Act, are allowed in a student's room/apartment. Assistance Animals include Emotional Support Animals (ESAs).

Both service and assistance animals must be registered with the Office of Disability Services and Residential Life; the policy is outlined in RLOP 11 at lsu.edu/reslife/about/policies.php. The Office of Disability Services may be contacted at 225-578-5919 or disability@lsu.edu.

Appliances & Electronics

Appliances and electronics may be present within on-campus communities under the following conditions:

- Appliance does not have an open heating element or flame
- Appliance does not create/emit grease and/or is used for frying
- Appliance does not override the room/apartment's electrical outlet
- Appliance does not interfere with LSU's eduroam Wi-Fi signal
- Appliance does not need to be professionally installed and/or replaces an appliance provided by the Department of Residential Life

The following items are **not allowed** in residence halls and apartments unless provided by the Department of Residential Life:

- Air conditioning units
- Candle/wax warmers
- Ceiling fans
- Coffee makers without automatic shut-off
- Dishwashers
- Electronic skateboards, including self-balancing boards/scooters
- Halogen lamps, light bulbs
- Microwaves over 1,000 watts
- Refrigerators larger than 5-cubic feet
- Space heaters
- Toasters, toaster ovens, convection toaster ovens

- Washers and dryers
- Wireless Internet routers
- Wireless printers, televisions or gaming systems (are only allowed if the wireless function is turned off)

The following items **are allowed** in residence halls and apartments as long as they are properly cleaned and stored:

- Air fryers
- Beverage and coffee makers, such as Keurig, with an automatic shut-off
- Microwaves under 1,000 watts
- Slow cookers/Crockpot with automatic shut-off
- Rice cookers

Items need to be cleaned in the vicinity of either a kitchen sink or a non-bathroom sink. Food particles, such as noodles, rice, and grease must be disposed of in the garbage and not in a sink.

Smart Devices

LSU's Wi-Fi security network requires a user name and password to access, as such the network will not support most smart devices. Smart devices that do not support the WPA2-Enterprise specification for Wi-Fi Security will need to be connected to the internet via an Ethernet cord or dongle.

Residents who are uncertain if an appliance or electronic is allowed on-campus should contact Residential Life regarding the item prior to bringing it to campus.

Appliances - Apartments

Residents are expected to keep all provided appliances clean and in good condition. If a problem arises at any time with provided appliances, residents should contact their community's front desk to report the issue. The following items are allowed **ONLY** in the apartment kitchen area:

- Hot plates
- Indoor grills with automatic shut-off
- Toasters, toaster ovens
- Waffle irons

Balconies & Porches - Apartments

Small plant containers are the only items allowed on balcony and porch areas within the apartments as long as the plants do not impede a 36-inch clearance from the doorway, on breezeways and stairs. No other items may be stored on or attached to balconies and porches, including signs and decorative items.

Bicycles

Bicycles are to be stored in the resident's space with roommate's agreement or properly secured in a bike rack on campus. Bicycles being transported through residential communities must be walked or carried. Bicycles not properly secured in community bike racks will be removed and impounded by Parking & Transportation Services. It is recommended that residents register bicycles with the Baton Rouge Police Department.

Bullying

Behaviors with the purpose to bully, intimidate, harass, and/or physically harm any member of the University community either in-person, verbally, or through electronic medium (including, but not limited to, social media websites, text messages, email, and/or instant messaging) are not permitted.

Candles & Incense

Candles, incense, and candle/wax warmers are not permitted in on-campus communities. Battery-operated candles, potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted within residence halls and apartments.

Cleanliness

Residents are ultimately responsible for maintaining the cleanliness of their room or apartment, including regular vacuuming, sweeping and general cleaning. Residents are asked to not use bleach or wax.

Bathrooms within suites are cleaned once a week by custodial staff members, provided that the bathroom is maintained in an orderly fashion. If custodians are unable to enter the bathroom due to clutter, the resident will opt out of the provided cleaning for that week.

Apartment Bathrooms

Bathrooms in East and West Campus Apartments are cleaned once a week by custodial staff members.

Residents in Nicholson Gateway Apartments are responsible for cleaning the bathrooms and common areas of their individual apartments.

Cooking

Residents are authorized to cook in the following areas on campus:

Residence Halls – Personal rooms with microwaves, hall kitchenettes, and grilling areas

Apartments – Apartment kitchen, personal rooms with microwaves, and grilling areas

All cooking with grease, such as frying, is not permitted within on-campus residential communities. Residents are responsible for maintaining the appearance and cleanliness of all used cooking areas.

Decorations

Residents are encouraged to decorate their living space by adhering to the following guidelines:

- Decorations may not be permanently affixed to any surface within a residence hall room or apartment
- Empty food containers of any kind must be disposed of and are not to be used as decoration
- Students may possess a maximum of two empty beverage containers (i.e. bottle, can) per resident of the room/apartment for decorative purposes. The containers must be cleaned and repurposed for decoration only. Decoration is defined as the container with items (i.e. flowers, marbles, stones, etc.) on display on the inside of the container. The container must remain consistent throughout the duration of the year.
- Live trees and wreaths are not permitted in or near residential communities
- Contact paper may not be used within communities.
- String lights must be hung using push pins in Annie Boyd Hall, Azalea Hall, Blake Hall, Camellia Hall, Cedar Hall, Cypress Hall, East Laville Hall, Evangeline Hall, Highland Hall, Residential College One - North Hall, Residential College One - South Hall, Residential College One - West Hall, Spruce Hall, West Laville Hall, East Campus Apartments, West Campus Apartments and Nicholson Gateway Apartments

Walls

- Decorations hung on walls must not leave marks of any kind including chipped paint
- Wall decals may be used within communities as long as no damage occurs to the wall
- Decorations may not be hung from a room's ceiling
- Residents are not allowed to mount electronics to walls
- Push pins may be used in the following communities to hang items on the wall: Annie Boyd Hall, Azalea Hall, Blake Hall, Camellia Hall, Cedar Hall, Cypress Hall, East Laville Hall, Evangeline Hall, Highland Hall, Residential College One - North Hall, Residential College One - South Hall, Residential College One - West Hall, Spruce Hall, West Laville Hall, East Campus Apartments, West Campus Apartments and Nicholson Gateway Apartments
 - Command strips or their equivalent are not permitted for use within the communities listed above
 - Command strips or their equivalent may be used to hang items on the walls in all other communities, if used with care

Doors

- Door decorations cannot obstruct the room number, peephole, locking mechanism, and/or doorknob
- Decorations on the door of rooms are subject to approval by the Department of Residential Life

Windows/Balconies

- It is not permissible to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains.
- It is not permissible to hang or place anything on or from a balcony, porch, or Residential Life building.

Doors

Tampering with, forcing, or disabling a door’s locking mechanism, or propping a main entrance or locked door and leaving it unattended, is prohibited.

Drones

The use of drones is prohibited within Residential Life communities.

Drugs

Illegal use, possession, distribution, or manufacture of drugs or controlled substances is not permitted within or near on-campus communities. Possession or use of drug related paraphernalia (including bong, grinders, hookahs, and pipes) is also prohibited.

Elevators

Tampering with elevator safety systems, placing furniture in or in front of elevators, or engaging in activities that damage or interfere with the operation and safety of the residence elevators is prohibited.

E-mail

Residents are responsible for all material sent to their LSU email account by Residential Life, and should check their email at least once every 24 hours.

Evacuation

Residents and guests are required to evacuate a building when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by LSU staff members or emergency personnel. Re-entry into a building is prohibited until approved by LSU staff members or emergency personnel.

Extension Cords

All extension cords must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor). There is a limit of one extension cord per electrical outlet. Extension cords may not be plugged into one another. Residents may not run cords under rugs or mattresses, over sinks, through doorways, or through windows.

Flammable Items

Items with an open flame, heating source and/or flammable items, such as lighters, charcoal, and lighter fluid, are not allowed within or near on-campus residential communities.

Furniture

Residents are responsible for all furniture and its condition

upon checkout of their space. All Residential Life provided furniture must remain within the assigned room or apartment.

Furniture must remain within the space where it is placed within the community.

Raising of Beds

Residents wishing to bunk, raise, or lower their beds can submit a request prior to Move-in Day or submit a work order at the community’s front desk after Move-in Day. Visit Isu.edu/movein for more information.

Bed Risers

Bed risers and lofts not provided by the Department of Residential Life are not allowed within on-campus communities.

Bed Railings

Bed railings are available upon request; quantities are limited*. Visit Isu.edu/movein for more information.

**Azalea Hall, Camellia Hall, and Highland Hall beds have one bed rail installed on each bed.*

HALL	BED TYPE	BED SIZE
Acadian	Bunkable	Twin
Annie Boyd	Loftable	Twin XL
Azaela	Loftable	Twin XL
Blake	Loftable	Twin XL
Broussard	Bunkable	Twin XL
Camellia	Loftable	Twin XL
Cedar	Loftable	Twin XL
Cypress	Loftable	Twin XL
East & West Laville	Loftable	Twin
Evangeline	Loftable	Twin XL
Herget	Loftable	Twin
Highland	Loftable	Twin XL
McVoy	Loftable	Twin XL
Miller	Loftable	Twin
Pentagon	Bunkable	Twin XL
Res College - North	Loftable	Twin XL
Res College - South	Loftable	Twin XL
Res College - West	Loftable	Twin XL
Spruce	Loftable	Twin XL

APARTMENT	BED TYPE	BED SIZE
East Campus Apartments		Twin XL
West Campus Apartments		Twin XL
Nicholson Gateway		Full XL
Nicholson Gateway - Riverbend		Queen

Garbage Removal

Residents are responsible for placing their garbage in trash barrels available on each floor/stack or in the dumpsters located outside of the residence halls and apartments.

Garbage may not be kept in the hallways, stairwells, or balconies.

Grills & Grilling

Grills are required to be used at least 25 feet away from Residential Life buildings/structures. Charcoal grills may be stored within a resident's room or apartment only if it has been properly cleaned and cooled down. Storage of flammable items, including but not limited to, charcoal, lighter fluid, and propane tanks, are not permitted within or near residential communities at any time.

Guests & Guest Visitation – Residence Halls

See Community Standards during Coronavirus on page 3 for more details of guests in campus communities.

The presence of a guest in a residence hall or room must not compromise the personal or academic well-being of roommates, suitemates, or other building residents. Guests are welcome in a resident's room, suite or apartment, only upon agreement of all roommates/suitemates. A roommate/suitemate has the right to ask a guest to leave at any time. Guests may be present in common areas within a community as long as they are escorted by a resident of the community and it is within visitation hours.

Guest Visitation Hours in the Residence Halls

When classes are in session:

Sunday - Thursday: 10:00 a.m. - 1:00 a.m.

Friday - Saturday: 10:00 a.m. - 3:00 a.m.

When classes are not in session:

10:00 a.m. – 3:00 a.m.

Guest – A guest is defined as any individual who is not a contracted resident of the specific residence hall, apartment, or room in question. Each guest must have a resident host and be escorted at all times within the residential community. Residents are responsible for notifying guests of university and Residential Life policies and procedures and will be held accountable for the behavior of their guests.

Guests will be asked to leave the building or community by Residential Life staff members if they are found to be disrupting the community or in violation of Residential Life or LSU policy.

LSU Student Guest – LSU students who are guests of a community must be escorted to the room by the resident host. LSU students must provide LSU ID to University staff members upon request of staff member.

Non-LSU Guest – Guests who are not LSU students must be checked in and out at the community's front desk. The resident host is expected to meet the guest at the community's front door, escort the guest to the community's front desk, and check in/check out the guest. The guest will present identification (state or federal ID) to the front desk when checking in and out.

Number of Guests

The total number of guests allowed within a residence hall room is limited to double the number of beds assigned to the room.

Overnight Guests

Overnight guests must be registered with the community's RLC and all roommates/suitemates must consent to the overnight guest prior to the overnight guest's arrival to the residence hall or room. Overnight guests must be the same gender as the occupants of the room and 13 years of age or older. Overnight guests are allowed to stay for a maximum of three (3) consecutive nights, limited to five (5) nights per semester within an assigned space.

Escort Policy

All guests are required to adhere to visitation hours and be escorted by their resident hosts at all times within on-campus communities. Guest must use the gender appropriate restrooms in the community. Bathrooms located within suites are designated to the gender of the occupants of the suite. Guests cannot be left in the building, residence hall, or apartment when a resident host is not present.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Cohabitation is a violation of the housing contract and is not permitted.

Guests & Guest Visitation – Apartments

The presence of a guest in a room or apartment must not compromise the personal or academic well-being of roommates, suitemates, or other building residents. Guests are welcome in a resident's room, suite or apartment, only upon agreement of all roommates/suitemates. A roommate/suitemate has the right to ask a guest to leave at any time. Guests may be present in common areas within a community as long as they are escorted by a resident of the community and it is within visitation hours.

Guests will be asked to leave the building or community by Residential Life staff members if they are found to be disrupting the community or in violation of Residential Life or LSU policy.

Guest Visitation Hours in the Apartments

Guests may be present within communities 24 hours a day, 7 days a week.

Guest – A guest is defined as any individual who is not a contracted resident of the specific residence hall, apartment, or room in question. Each guest must have a resident host and be escorted at all times within the residential community. Residents are responsible for notifying guests of University and Residential Life policies and procedures and will be held accountable for the behavior of their guests. Guests affiliated with LSU must present LSU issued identification upon request by a Residential Life or LSU employee.

Number of Guests

The total number of guests allowed within an apartment is limited to the number of seating provided by Residential Life within the apartment. Seating is defined as stools, chairs, and couches (3 persons per couch).

Overnight Guests

Overnight guests are permitted with roommate approval. Overnight guests must be 13 years of age or older. Overnight guests must sign in at the front desk when they arrive and sign out when they leave. Overnight guests must use gender appropriate restrooms within the community. Overnight guests are allowed to stay for a maximum of three (3) consecutive nights, limited to five (5) nights per semester within an assigned space.

Escort Policy

All guests are required to adhere to visitation hours and be escorted by their resident hosts at all times within on-campus communities. Guest must use the gender appropriate restrooms in the community. Guests cannot be left in the building, residence hall, or apartment when a resident host is not present.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Cohabitation is a violation of the housing contract and is not permitted.



Harassment

Activity (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment is prohibited.

Keys and Locks

For the safety of all residents and their belongings, residents must lock the doors to their rooms when not present. Students are NOT permitted to install their own locks in their rooms, apartments, and bathrooms.

Residents must have their keys and LSU ID card on their person at all times. The key/key card to a resident's room is to be used/possessed only by the resident. Residents are responsible for all keys/key cards issued to them by the Department of Residential Life.

Card Access & Keys

The LSU ID card is used to gain access to residence halls, apartments, activity centers, and living areas.

Copying of Keys

Copying of keys or key cards issued by the Department of Residential Life is prohibited.

Lost or Damaged Keys

Residents must immediately report a lost or damaged key to their community's front desk for proper replacement. A lock and key replacement charge will be assessed to the resident's fee bill. Residents are liable for fees to replace any key not returned to the Department of Residential Life upon check-out.

Lock Out Policy

Residential Life staff members at a community's front desk may assist residents accessing their room, apartment, or suite bathroom if they are locked out. Repeated lockouts will result in a charge to a resident's fee bill.

Mattress Pads and Toppers

Mattress pads and/or toppers are allowed to be used within on-campus communities. However, residents are responsible for the cleaning and care of the mattress pad and/or topper, including periodically removing the mattress pad or topper to allow the mattress to air out.

Medical Supplies

Residents are responsible for properly disposing of hypodermic needles, syringes, or other biohazardous materials needed for medical reasons.

Noise & Quiet Hours

Courtesy Hours

Courtesy hours are in effect 24-hours a day within on-campus communities.

Quiet Hours

Quiet hours are observed from 10:00 p.m. to 9:00 a.m. daily within all on-campus communities. Quiet is defined as "sound cannot be heard in another room with the door and windows closed."

Concentrated Study Hours

Quiet hours are observed 24-hours a day within on-campus communities during the university's concentrated study period.

Personal Safety Items

Residents and guests are allowed to possess items such as pepper spray and mace for personal safety within on-campus residential communities. The use of these items to intimidate or harm another person is prohibited.

Personal Transportation

Skateboards, Skates - Skateboarding and skating is not permitted in and/or around Residential Life property and communities. These items must be stored within a resident's room or vehicle.

Electronic Skateboards - Electronic skateboards, including self-balancing boards/scooters, and any similar equipment are prohibited from being used, stored and/or charged in any Residential Life building.

Scooters, Motorcycles - Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles are not permitted inside of any Residential Life building. Scooters and motorcycles must be parked in accordance with regulations set forth by Parking & Transportation Services.

Private Enterprise

Residents are not permitted to operate a business from their room, apartment, or on-campus community. Personal solicitation for tickets, apartments, books, etc. is prohibited.

Property Misuse & Damages

Vandalism - Vandalizing university property or another resident's property is prohibited.

Damages - Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room and apartment. Appropriate damage charges will be assessed to the resident's fee bill.

Safety Equipment

Safety equipment including sprinklers, smoke detectors, emergency doors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Deactivating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited.

Sprinkler System

Residents are prohibited from hanging items from, covering, or otherwise tampering with fire sprinkler devices and emergency doors.

Solicitation

Commercial solicitation is prohibited within on-campus residential communities. More information regarding the advertising policy (RLOP 68) can be found in the Policies section of the LSU Residential Life website, www.lsu.edu/housing.

Subleasing/Extra Residents

Residents are prohibited from subleasing their room/apartment to another person through any means, including rental websites and/or apps.

Suite & Apartment Bathrooms

Residents are not permitted to enter a bedroom through bathrooms in suite-style rooms and apartments without the permission of the occupants of the room. Entering another student's room without permission can result in administrative sanction and/or arrest for a felony offense.

Residents are not permitted to install locking mechanisms on bathroom doors.

Tobacco, Vaporizers & Electronic Cigarettes

The use of tobacco, tobacco products, vaporizers/vapes, and electronic cigarettes is prohibited on campus and within Residential Life communities. Residents may use these items within a personal vehicle with closed windows on campus. Residents will be assessed a fee to their university account in incidents where the room or building alarm system is activated due to the use of these products.

Trespassing

Within each on-campus community, there are areas that residents are not allowed to enter such as the roof and maintenance closets/hallways. Residents are responsible for contacting a Residential Life staff member to determine the areas that are off limits within their community.

Residents are also not allowed to enter another resident's room without permission from that resident. Entering another student's room without permission can result in administrative sanction and/or arrest for a felony offense.

Weapons

Possession and use of firearms (including but not limited to air pistols, BB guns, and paint guns), facsimile weapons, ammunition (including but not limited to empty/spent shell casings), explosives, fireworks, knives (other than kitchen utensils), or dangerous weapons is prohibited in or around Residential Life properties.

Windows

Windows may only be opened within the following buildings

Room/Apartment Window

Broussard Hall
East Campus Apartments
West Campus Apartments

Bathroom Window Only

Beauregard Hall
Jackson Hall
LeJeune Hall
Taylor Hall

Residents are not permitted to throw anything from windows within on-campus communities. Screens must remain on windows at all times.



PROCEDURES

Accountability Process

LSU Residential Life refers residents to the Student Advocacy & Accountability (SAA) office for all conduct and accountability concerns. Familiarize yourself with the Code of Student Conduct policy and the Student Advocacy & Accountability processes at lsu.edu/saa.

Live-on Requirement

All LSU first-year, full-time students are required to live on campus. Guaranteed on-campus housing for first-year students not only provides incredible academic benefits (increased GPA, retention and graduation rates), but it also offers an immediate opportunity for Tigers to make new friends and build a community, which eases the transition between high school and college. Learn more at lsu.edu/exemptions.

Contract Appeals

The Department of Residential Life academic year contract states, “The terms of this contract is the academic year.” Exceptions may be made for those students who have a significant and/or documented medical reason. All requests for living off campus for medical or other reasons will be reviewed on a case-by-case basis. Information regarding LSU Residential Life Contract Appeals can be found in RLOP 42 at <https://www.lsu.edu/housing>.

Damage Appeals

If you or your roommate are fined for damages to your room/suite, you are able to appeal the damage charge(s) within 10 days of the email notification. All damage appeal requests will be reviewed on a case-by-case basis.

Information regarding the LSU Residential Life Damage Appeal process can be found in RLOP 60 at lsu.edu/housing.

Return to Housing from Medical or Behavioral Treatment or Care

In the event that a student is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the student will be required to provide information to Residential Life in order to return to on-campus housing.

When a resident’s behavior endangers the life of a person, threatens the functionality of a safe and comfortable community,

or a resident has a history of conduct violations, the Department of Residential Life may review the resident's contract for housing. During this process, a decision to terminate the housing contract, relocate to another on-campus location, or allow the resident to remain in their current location is made.

Room Change Process

If for any reason you are required or allowed to move to a different residence hall room, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term). If for any reason you are required or allowed to move to an Edward Gay apartment as the renting student, the remaining prorated portion of your residence hall rent will be credited toward your apartment rent. If for any reason you are required or allowed to move to an Edward Gay apartment but not as the renting student, charges related to the contract fee, advance rent, and rent shall be as outlined in the housing contract.

If you wish to move to a different residential community or space, you will first need to speak with your RA or your GRC/RC to explain the situation and look for solutions. The staff member will verify that you have completed a Roommate Agreement, which is required to be completed, as well as determine if a roommate discussion or mediation is needed. Refusal to participate in the mediation process and/or complete your roommate/suitemate agreement may hinder the room change process. If moving to a different residential community is deemed the best solution, your RC will communicate with the Assignments Team in Grace King Hall. They will reach out to you via your LSU email to discuss your room change options. Once determined, you will receive an email that details your room change and moving timeline.

If approved for a room change, you will receive an email from the Assignment Team with instructions and your newly assigned space. All residential community moves will occur during a weekend, between Friday-Sunday. You will schedule your time to check in to your new community between 10 a.m. and 4:30 p.m. on the Friday and are expected to be completely moved out of your old space by 7 p.m. on Sunday. When moving, all residents shall provide their confirmation email to verify their move, and are expected to check out of their old space with a Residential Life staff member and return their old key (if applicable). Failure to do so may result in charges to your fee bill.

Residence hall rental rates are based on your room being occupied at its normal capacity. During fall and spring semesters, if your room becomes occupied at less than normal capacity, you may be contacted by Residential Life to exercise one of the following choices:

- Pay the additional rent for a private room.
- Request an assignment to another room or to pull in a desired roommate into the unoccupied space.
- Identify that you are willing to accept a roommate at any time as directed by Residential Life, which includes leaving the open space available for move-in at all times.

Room changes are subject to pricing changes. Please be sure to discuss any pricing concerns with the Assignments Team. Additional rent charges or refunds, if applicable, will be applied to your student fee bill.

For more information regarding the LSU Housing contract visit lsu.edu/housing.

Room/Apartment Entry by Staff

Authorized personnel may enter a resident's room or apartment under the following circumstances:

- When occupant in a room/apartment provides permission
- When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property
- When it is necessary to preserve campus order, security, or discipline
- By search warrant issued by a university official pursuant to the LSU Code of Student Conduct or agency of the law
- During fire drills, alarms, or severe weather evacuations
- For purposes of routine maintenance repairs or inspections
- To shut off unattended loud stereos, radios, alarm clocks, telephones, or other noise-producing devices, after attempting to contact the residents of the room/apartment
- To open doors for suite-bathroom lockouts
- To conduct health and safety inspections after sending at least 24-hour notice
- To conduct quarterly pest control treatments
- To clean bathrooms within suites and apartments

- To change air filters in heating/cooling units once a month
- To complete maintenance requests or repairs
- To conduct end of the semester room inspections
- To conduct room inspection prior to a resident moving out
- To conduct room inspections after a resident moves out
- To conduct room inspections prior to a resident moving in

Residential Life staff members will lock any unsecured doors found during the room/apartment entry process.

STUDENT PRIVACY

The purpose of Student Privacy Rights are to inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and to outline procedures for those students who wish to inspect, review, amend, or challenge disclosure of their education records.

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a Federal law that helps protect the privacy of student education records. The Act provides students the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Your FERPA rights begin when you have enrolled; that is, when you have scheduled classes, paid fees and classes have begun. FERPA governs and protects students' rights to their individual educational records. The primary rights protected under FERPA are as follows:

1. Students' rights to review and inspect their educational records within 45 days from the day the University receives a request for access.
2. Students' rights to have their educational records amended or corrected.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the director of the appropriate office, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of a hearing.

3. Students' rights to control disclosure of certain portions of their educational records.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility. All students' educational records are open to the president, the vice presidents, the academic deans and directors, and the dean of students. In addition, the following individuals are also Louisiana State University officials:

- A person employed by the University in an administrative, supervisory, academic, research or support staff position, including health and medical staff and teaching assistants and student assistants.
- A person appointed by the Board of Supervisors.
- A person employed by or under contract to the University to perform a special task, such as a University attorney.
- A person employed by the LSU Police Department.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

4. Students' right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. For more information regarding student rights please visit <https://www.lsu.edu/registrar>.



SAFETY

Annual Security and Fire Safety Reports

Per the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, the annual Clery Act security report is available on the LSU Police Department web site. Go to lsu.edu/police, click on “Jeanne Clery Act/Crime Information,” click on “Annual Reports,” and then click on the “Annual Security and Fire Safety Report” link.

NUMBERS TO KNOW

LSU Police Department
225-578-3231

B.R. Police Department
225-389-2000

Campus Transit
5:30 p.m. - 3:00 a.m.
225-578-5555

Light House
Sexual Assault Support & Services
225-578-6271

Emergency Communication

In the event of an emergency, LSU’s Emergency Operations Center (EOC) will be activated. The university has multiple ways of communicating emergency situations to students, faculty, and staff:

EMERGENCY TEXT MESSAGING SYSTEM

If you have not already done so, sign up for the university’s emergency text messaging system by visiting lsu.edu/eoc.

BROADCAST VOICE MAIL

Anyone with voice mail capability on their on-campus phone will receive broadcast voice mails.

BROADCAST E-MAIL

Anyone with a university e-mail address will receive broadcast e-mails.

LSU WEBSITE

Access the university web site at lsu.edu for information.

Emergency Preparation

Save the numbers in the purple box to the left in your cell phone now in case you ever need them. Also, post them in a convenient and visible location at your residence. By saving a few minutes during an emergency, you could save a life.

Personal Safety

What can you do to protect yourself?

- Avoid walking alone at night unless absolutely necessary. When walking, keep to well lit, commonly traveled routes.
- Familiarize yourself with campus. Avoid taking shortcuts through dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- If you feel threatened, contact police via the LSU Shield App, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your room and car keys ready; carry them in your pockets or have them easily accessible.
- Lock your doors and windows when you are not in your room or are sleeping.
- Do not post personal contact information such as phone numbers or your on-campus address on public web sites or social media.
- **Don't feel safe walking at night?**
Call Campus Transit at 225-578-5555. If you are coming in late to your residence and do not want to park in the remote lots and walk by yourself, stop by the Public Safety Building on South Stadium Drive and come inside. A driver will follow you to your lot and pick you up and bring you to your residence hall or apartment. You can also call the LSU Police for an escort after 3:00 a.m.

Community Safety

What can you do to protect our residence hall and apartment communities?

- If you see suspicious persons in or around your residence hall or apartment or feel threatened at any time, contact the LSU Police Department immediately and report it to the front desk of your residence hall or apartment.
- Never prop open a door.
- Never let someone you do not know into a building.
- Observe all policies and procedures.
- Report any security concerns to a Residential Life staff member.

LSU Shield App

The LSU Shield App functions as a portable emergency button you can carry with you at all times, and is free to download on all Android and iOS operating systems. Downloading the Shield App allows you to instantly place emergency calls to local police, fire, and EMS, and also includes the ability to submit a Safety Beacon, which pinpoints your location to LSUPD and indicates you are experiencing an emergency. Non-emergency reports can also be filed through the app if you observe concerning behavior on campus. Finally, the app provides a helpful list of what you should do if you are experiencing various emergency situations.

Severe Weather Procedures

In case of severe thunderstorms or tornados, you should immediately move to the interior of your residence hall or apartment, away from windows. In the event of a hurricane, the university will provide instructions via the LSU website, emergency text messaging system, and Residential Life emails. In all severe weather situations, be sure to stay in contact with and follow the instructions of Residential Life staff members.

During emergencies, such as severe weather, the Department of Residential Life works with the Emergency Operations Center (EOC) to determine evacuation procedures. Once the EOC has been activated, all members of the LSU on-campus community are required to abide by EOC directives. Prior to an emergency, such as severe weather, you should determine your personal evacuation plan.

EVACUATION PROCEDURES

The following locations will be used in the case of an evacuation, such as a fire alarm. Please find the nearest exit and stand at your community's assigned meeting area and wait for further instructions. If weather or other circumstances are not favorable for assembly outside, residents and staff will go to the indoor location listed. When a fire alarm or evacuation alarm is activated, you are required to immediately evacuate the building.

APARTMENTS

COMMUNITY	OUTDOOR LOCATION	INDOOR LOCATION
East Campus Apartments	ECA parking lot	ECA Activity Center
Nicholson Gateway: Bayou	Gateway North parking lot	Marsh Hall
Nicholson Gateway: Canal	Green space between Gulf and Oxbow	Riverbend Hall
Nicholson Gateway: Delta	Gateway North parking lot	Oxbow Hall
Nicholson Gateway: Gulf	Green space between Gulf and Oxbow	Delta Hall
Nicholson Gateway: Marsh	Gateway North parking lot	Bayou Hall
Nicholson Gateway: Oxbow	Green space between Gulf and Oxbow	Delta Hall
Nicholson Gateway: Riverbend	Gateway Central parking lot	Canal Hall
West Campus Apartments	WCA north parking lot	WCA Activity Center/ Broussard Hall

RESIDENCE HALLS

COMMUNITY	OUTDOOR LOCATION	INDOOR LOCATION
Acadian Hall	Field south of Acadian Hall	Blake Hall
Annie Boyd Hall	Green space beside Louise Garig Hall & Highland Road	Laville Hall
Azalea Hall	Greenhouse District Courtyard	Camellia Hall Lobby
Blake Hall	Field south of Acadian Hall	Acadian Hall
Broussard Hall	Pentagon Courtyard	WCA Activity Center
Camellia Hall	Greenhouse District Courtyard	Azalea Hall Lobby
Cedar Hall	Green space between Kirby Smith Hall & The 5	Spruce Hall
Cypress Hall	Green space between Cypress Hall & The 5	Spruce Hall
East Laville	ECA Parking Lot	Blake Hall
Evangeline	ECA Parking Lot	East Laville Lobby
Herget Hall	Herget Hall Parking Lot	Miller Hall
Highland Hall	ECA Parking Lot	Evangeline Hall
McVoy Hall	Parking lot west of McVoy Hall	Blake Hall
Miller Hall	Miller Hall Parking Lot	Herget Hall
Pentagon Halls	Pentagon Courtyard	Broussard Hall
Residential College One - East	Courtyard	Broussard Hall
Residential College One - North	Courtyard	Broussard Hall
Residential College One - South	Courtyard	Broussard Hall
Residential College One - West	Courtyard	Broussard Hall
Spruce Hall	Green space between Kirby Smith Hall & The 5	Cypress Hall
West Laville	ECA Parking Lot	Acadian Hall



SERVICES

Cable Television Services

Standard digital cable service, provided by Cox Communications, is included in the unit rent rates of all Residential Life communities. One port is active in residence hall rooms, and one port is active in apartment living rooms. Standard service includes 75 Cox programming channels and six LSU channels. The standard service will be activated before you arrive. You will be responsible for providing the cable cord to connect the incoming line to your television set. A converter must be provided by the resident if their television is not digital compatible.

Cox expanded service cable is available at an additional cost. To order Cox expanded service cable or to report any cable-related problems, call 225-615-2005.

Computers & Internet

Computer labs are available in all on-campus communities. As an on-campus resident, you may use the computer lab by logging in with your PAWS ID. Most labs are open 24 hours. Laser printing is free, but residents must supply their own paper. E-mail stations are available in the lobbies of most residence halls. This allows priority to be given to students using the computer labs for academic purposes.

Ethernet data ports are available in each room for you to connect a personal computer directly to the campus network. Additionally, all residence halls and apartments have high-speed wireless Internet connectivity. High-speed data connections, both wired and wireless are included in the unit rent rate.

For problems related to computer labs/e-mail stations in Residential Life areas or any personal computer, contact the Residential Life Computer IT Support Office at 225-578-0560 or lsu.edu/reslifetech.

Dining Services

All first-year students living in on-campus residence halls and apartments are required to participate in one of the university meal plans offered by LSU Dining. LSU Dining's flexible meal plans offer a combination of meals which are served in the all-you-care-to-eat dining halls and Paw Points which can be used like dining dollars at any retail LSU Dining location around campus. There are two dining halls on campus, one located on the east side of campus and one located on the west side of campus. For more information regarding meal plans, visit lsudining.com or call LSU Dining at 225-578-4300.

Distribution of Advertisement

LSU departments and registered student organizations may present items to be posted within on-campus communities by taking the items to the Grace King Hall front desk for approval and distribution. The name of the department or student organization must be on the advertisement to be posted. Advertisements that are meant to solicit business will not be approved for posting within on-campus communities. More information regarding the advertising policy (RLOP 68) can be found in the Policies section of the LSU Residential Life website, www.lsu.edu/housing.

Facility Reservation

Residents may reserve space within or near a residential community. Requests are made at lsu-reslife.libcal.com/ and must follow the process outlined in RLOP 67, found in the Policies section of the LSU Residential Life website, lsu.edu/housing. Use of Residential Life facilities is limited to residents and the Department of Residential Life.

Front Desk

A front desk services all residence halls and apartment communities, although some may be housed in a building other than your own. Front desk locations are noted in the “Important Numbers” section at the end of this publication. Your community’s front desk can assist you in placing maintenance requests, issuing a temporary key to your room or apartment, and locating other on-campus resources.

Most desks are staffed 24-hours a day. In the event that a desk assistant or resident assistant is not available to help you immediately, a phone number will be posted at the desk for assistance, or call LSU Police for emergencies.

Equipment Rentals

Every community front desk has different items, such as board games, kitchen supplies, vacuums, etc, available for checkout. In order to check out these items you must purchase an activity card from your Residential Life community staff. This card can be purchased at move in, or you can contact your in-community staff to purchase one at another time.

Heating & Cooling

Most residence halls’ heating and cooling equipment operates on a system of heated and chilled water. Because the system cannot be switched back and forth quickly, LSU Facility Services evaluates the weather patterns to determine when to switch on and off heating and cooling systems. Residents who have university installed window units are required to keep the air-conditioner plugged into the proper electrical outlet. Personal and/or privately owned air-conditioning units are not allowed in the residence halls and apartments.

Insurance—Property

LSU assumes no responsibility for any loss or damage to your personal property. If your belongings at school are not covered by a parent’s homeowner’s policy, we encourage you to visit with your current insurance agent about options, as well as review student-specific insurance vendors to make the best choice for your family.

Laundry Facilities

You are responsible for your own laundry items and for following the proper procedures in washing and drying. The university does not offer a linen service. It is your responsibility to learn the proper operation and care of the items by reading the appliance guidelines.

Laundry in the Residence Halls

Washers and dryers can be found in residence hall laundry rooms. All laundry facilities are equipped to accept either coins or TigerCash. You can check the availability and status of washers and dryers via the Speed Queen app and entering the password LSU001. You can also have an e-mail sent telling you when the laundry cycle is complete or when a machine becomes available.

Adding and Tracking Funds:

Tracking your funds for laundry could be done online at <https://tcard.lsu.edu>. Here you would be able to add funds via credit/debit card and/or check and manage your account.

Mail Delivery

For the most up to date information on mailing procedures, refer to the University Auxiliary Services website at www.uas.lsu.edu.

All on-campus residents are assigned an LSU Box at the mail center in the LSU Student Union, and the charge is posted on the student fee bill. Students receive their mailbox number and mailing address via email.

This box is able to receive both regular mail and packages. The student’s name and mailbox number must be on all mail and packages. A notification email will be sent to alert for both mail and packages. Bring a picture ID to claim packages.

How to address mail and packages to an LSU Box:

Student’s Name
101 LSU Student Union Bldg.
LSU Box # _ _ _ _
Baton Rouge, LA 70803

Residential communities will accept deliveries (from local businesses only) of flowers, cut fruit bouquets, or cookie bouquets. For the safety and security of residents, the residential front desk staff is unable to verify, identify, or disseminate the contact information (including phone numbers) of specific residents. If the delivery agency requires a signature or direct contact with the receiving resident, the aforementioned student’s phone number must have already been provided with the order by the ordering party. After receiving delivery, the front desk worker will notify the resident through their LSU e-mail that they have a package to pick up. The Department of Residential Life is not responsible for lost packages.

Use the following address format when receiving perishables (ONLY those mentioned above):

Student’s name
Room number and building name
Louisiana State University
Baton Rouge, LA 70803

All students living on campus are charged a mailbox fee each semester. This charge is incorporated into the residence hall rent charge on the fee bill. This applies to all the residence halls, residential colleges, the Laville Honors House, and apartment communities (with the exception of Edward Gay Apartments). Students who officially resign from the University or move off campus before the 14th day of class can get their mailbox fee refunded. After the 14th day of class there is no refund of the mailbox fee.

Maintenance

The Department of Residential Life staff provides safety equipment inspections, general maintenance (painting, plumbing, electrical maintenance, and carpentry), and custodial services. Residential Life custodians clean all public areas of residence halls and East/West Campus Apartments, including lobbies, hall and suite bathrooms, corridors, study rooms, kitchens, and laundry rooms. However, you are responsible for cleaning your own room. The Nicholson Gateway Apartments and Edward Gay Apartments do not receive custodial services inside apartments; you are responsible for cleaning inside your apartment.

If you have maintenance needs or damages, report them to the front desk or online through your housing portal, located in myLSU. If the problem is not resolved, the RC should be contacted. If emergency repair work is needed after 4:00 p.m. on weekdays or anytime on weekends, consult the front desk.

Parking

Selection of your parking tag occurs when you register for classes. You are responsible for following all university parking regulations. A copy of these regulations may be obtained from Parking & Transportation Services, located in the Public Safety Building or by calling 225-578-5000.

Pest Management

The Department of Residential Life manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All residence halls and apartments are treated quarterly. Additionally, there are perimeter treatments designed to

eliminate unwanted pests from our residence halls and apartments. However, poor housekeeping in your room can be an attraction for a pest looking for a new home or for food. A pile of clothes and food crumbs on the floor offers a home and a meal for an unwanted guest. If you discover a pest in your room, notify the front desk immediately.

Telephones

Students desiring phone service in their room can request phone jack activation via myLSU, and charges will go on the student account.

Nicholson Gateway Apartments, Azalea Hall, Camellia Hall, Cedar Hall, and Spruce Hall do not have phone lines. Residents desiring phone service must provide a VOIP device and connect via the room's data port. Contact the Residential Life IT Help Desk for assistance at 225-578-0560 or lsu.edu/reslifetech.

Vending / Ice

For your convenience, there are vending and ice machines located in most residence halls. Please see your RA for location.

Vending machines are also located in the ECA and WCA activity centers and Nicholson Gateway lobbies. Ice machines are not provided in the apartment communities.



Residential Life

MISSION, VISION & VALUES

Mission

Provide dynamic student-focused learning communities that support development and academic success in clean, safe, and sustainable facilities that meet the needs of the campus community.

Vision

Be a premier residential life program that embodies the highest standards of campus housing.

Values

Community - Create spaces for residents to be connected, comfortable, and empowered through a transformational experience

Courage - Exhibit confidence and tenacity to make bold decisions despite challenges or difficulties and accept full responsibility for the outcomes

Inclusivity - Establish a respectful community that seeks multiple perspectives and embraces individual differences

Integrity - Abide by the highest standards of our profession to instill trust with community members by creating an environment of mutual respect, openness, and truthfulness

Stewardship - Utilize resources responsibly and creatively to benefit present and future members of the community

Teamwork - Collaborate to achieve common goals through communication, commitment, and support

COMMITMENT TO COMMUNITY

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- Accept responsibilities for my actions;
- Hold myself and others to the highest standards of academic, personal, and social integrity;
- Practice justice, equality, and compassion in human relations;
- Respect the dignity of all persons and accept individual differences;
- Respect the environment and the rights and properties of others and the University;
- Contribute positively to the life of the campus and surrounding community;
- And use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

Adapted as a Statement of University Position on behalf of the Louisiana State University and Agricultural & Mechanical College Community on the fifth of May in the year 1995.



IMPORTANT NUMBERS

All numbers listed below begin with area code 225.

Department of Residential Life.....578-8663
 Residence Hall Association (RHA).....578-8420

- housing@lsu.edu
- lsu.edu/rha

Front Desk Numbers for LSU Residential Communities

Acadian Hall.....334-2277
 Annie Boyd/Evangeline/Highland/Louise Garig Halls.....578-0138
 (desk located in Evangeline Hall)
 Azalea Hall.....578-7768
 Blake Hall.....578-3336
 Broussard Hall.....578-8639
 Camellia Hall.....578-8781
 Cedar Hall578-3336
 Cypress Hall.....578-3435
 East Campus Apartments.....334-4248
 Edward Gay Apartments.....334-5194
 Herget Hall.....334-5510
 Jackson/Taylor/Beauregard/LeJeune Halls.....578-0041
 (desk located in The Pentagon Community Activity Center)
 Laville Honors House.....578-8171
 East and West Laville Halls
 McVoy Hall.....334-2764
 Miller Hall.....334-1134
 Nicholson Gateway - Riverbend578-0076
 Nicholson Gateway - Canal578-8982
 Nicholson Gateway - Bayou & Marsh (front desk located in Bayou)578-0087
 Nicholson Gateway - Oxbow, Delta & Gulf (front desk located in Gulf)578-0085
 Residential College One - South & West Hall (front desk located in East Hall).....334-1084
 Residential College One - North Hall (front desk located in Broussard Hall).....578-8639
 Spruce Hall.....578-0002
 West Campus Apartments.....334-3600

- rlbam@lsu.edu
- rlhorseshoe@lsu.edu
- housing@lsu.edu
- rlbam@lsu.edu
- rlrcnorth@lsu.edu
- housing@lsu.edu
- rlceddesk@lsu.edu
- rlcypress@lsu.edu
- rleca@lsu.edu
- rledgay@lsu.edu
- rlherget@lsu.edu
- rlpentagon@lsu.edu
- rlhonors@lsu.edu
- rlbam@lsu.edu
- rlmiller@lsu.edu
- rlnicholson@lsu.edu
- rlnicholson@lsu.edu
- rlnicholson@lsu.edu
- rlnicholson@lsu.edu
- rlnicholson@lsu.edu
- rlrcsouth@lsu.edu
- rlrcnorth@lsu.edu
- rlspruce@lsu.edu
- rlwca@lsu.edu

Emergency Numbers

Emergency.....	911
LSU Police Department.....	578-3231
Baton Rouge Police Department.....	389-2000
Crime Stoppers.....	344-7867
Crisis Intervention Center (24-hour crisis line—The Phone).....	924-3900
The Lighthouse Program (Sexual Assault Support and Services).....	578-5718
Sexual Trauma Awareness & Response Center (STAR).....	383-7273

- lsu.edu/police
- brgov.com/dept/brpd
- crimestoppersbr.com
- brcic.org
- lsu.edu/lighthouse
- brstar.org

Academic Support

Office of Undergraduate Admissions.....	578-1175
Center for Academic Success.....	578-2872
LSU Libraries.....	578-5652
Olinde Career Center.....	578-2162
University College (UCFY).....	578-6822

- lsu.edu/admissions
- cas.lsu.edu
- lib.lsu.edu
- careercenter.lsu.edu
- lsu.edu/freshman

Campus Services

Campus Information.....	578-3202
Campus Transit.....	578-5555
Cable TV (Cox Communications).....	578-5141
Computing Services Help Desk.....	578-3375
Computing Support Office (Residential Life Labs).....	578-0560
LSU Dining Services.....	578-6642
Parking & Transportation Services.....	578-5000
Student Union.....	578-5141
University Auxiliary Services.....	578-5141
United States Postal Service (USPS).....	578-6756

- lsu.edu/visitors
- lsu.edu/parking
- as.lsu.edu
- lsu.edu/helpdesk
- lsu.edu/reslifetech
- lsudining.com
- lsu.edu/parking
- lsu.edu/union
- as.lsu.edu
- as.lsu.edu

Student Services

Campus Life (Leadership, Student Organizations, Programs & Volunteerism).....	578-5160
Dean of Students.....	578-9442
Division of Student Affairs.....	578-8607
Office of Disability Services.....	578-5919
Office of Multicultural Affairs.....	578-4339
Records and Registration.....	578-1686
Residential Life Conduct Office.....	578-5387
Office of Student Advocacy & Accountability.....	578-4307
Student Aid & Scholarships.....	578-3103
Student Health Center.....	578-6271
The Lighthouse Program (Sexual Assault Support and Services).....	578-5718
Medical Clinics.....	578-6716
Mental Health Service.....	578-8774
Wellness and Health Promotion.....	578-5718
University Recreation.....	578-8601

- lsu.edu/campuslife
- deanofstudents.lsu.edu
- studentlife.lsu.edu
- disability.lsu.edu
- lsu.edu/oma
- lsu.edu/registrar
- lsu.edu/housing
- lsu.edu/saa
- lsu.edu/financialaid
- lsu.edu/shc

- lsu.edu/urec

APPENDIX A



Louisiana State University
Department of Residential Life
Housing Contract

1. **ACCEPTANCE OF CONTRACT:** Provide your signature, age, and date in the designated blanks at the end of this contract. If you are less than 18 years of age, your parent or guardian must also sign and date the form. By signing this contract, you are agreeing to the terms and conditions set forth below.
2. **DEFINITION OF TERMS:**
 - a. This contract governs all residence halls, East/West Campus Apartments and Nicholson Gateway Apartments.
 - b. The term “residence halls,” “building” or “room” applies to East/West Campus Apartments and Nicholson Gateway Apartments as well.
 - c. The term “Academic Year” is based on the LSU regular academic calendar published in the LSU General Catalog.
3. **CONTRACT PERIOD AND ELIGIBILITY**
 - a. You must be a full-time LSU student or participant in an LSU approved program to live in an LSU residence hall for both fall and spring semesters. Dropping to part-time status after a semester starts, however, shall not terminate this contract. If space is available, Residential Life at its sole discretion may permit a part-time LSU student to live in a residence hall.
 - b. Length of Contract:
 - i. Students living in residence halls have a 9-month contract. Residence halls will close for the break between the fall and spring semesters when classes are not in session. LSU does not guarantee temporary or interim housing during breaks between semesters for students in residence halls that are closed during these periods.
 - ii. Students living in East and West Campus Apartments have a 9-month contract and may remain in their assigned space between fall and spring semesters classes are not in session. East and West Campus Apartments will close 24 hours after spring finals conclude. Graduating students in East Campus Apartments requiring extended housing until Spring Commencement will be required to relocate to an open community. Graduating students in West Campus Apartments may request to extend through Spring Commencement, but must vacate no later than the next business day. Residents of East and West Campus Apartments seeking summer school housing will be required to relocate to an open summer community.
 - iii. Students living in Nicholson Gateway Apartments have the option of a 10-month or 12-month contract. A 12-month contract is available at the time of contract or a student may opt-in at a later date. Registration for summer classes is not required to occupy a Nicholson Gateway Apartment during summer months; however, a student must be a current Nicholson Gateway Apartment spring resident or have a future fall reservation in Nicholson Gateway Apartments to be eligible for housing during summer months. Students wishing to live in Nicholson Gateway Apartments for summer only must be registered for summer school classes.
 - c. **Occupancy Dates:**
 - i. Residence halls typically open in August the week before classes start and close on the last day of finals for each semester.
 - ii. East and West Campus Apartments typically open the week before classes start and close the last day of spring finals. Exception: Special condition apartments in WCA that have a later move-in date than the remainder of WCA. Students in special condition apartments are notified of restriction at the time room assignment is made.
 - iii. Nicholson Gateway Apartments open the week before classes start and close on May 31. Dates of summer occupancy are June 1 to July 31.
 - iv. Any student not enrolled in spring classes must vacate by the last day of finals for fall semester.
 - v. Graduating seniors must vacate no later than the next business day after graduation. Exception: Apartments in ECA have an earlier move-out date of the last day of finals. Students in apartments are notified of restriction at the time room assignment is made.
 - d. If your academic program operates on a different calendar from that of the regular Baton Rouge campus (such as programs offered through the Paul M. Hebert Law Center), be aware that East and West Campus Apartments and the residence halls (excluding Nicholson Gateway Apartments) may be closed during some periods in which your academic program operates.
 - e. Moving out of the residence halls before the end of spring semester is a violation of this contract, and you will be assessed charges and penalties as outlined in section 8 below.

4. ASSIGNMENTS

- a. **Assignment and Sublease:** This contract is not a lease. It is an agreement for assignment of space within the residence hall system. Assignment and/or subleasing of your assigned space is prohibited. No provision of this contract may be transferred or assigned. LSU reserves the right to reassign you to a different room or building.
- b. **Room Changes:** If for any reason you are required or allowed to move to a different residence hall room, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term). If for any reason you are required or allowed to move to an Edward Gay apartment as the renting student, the remaining prorated portion of your residence hall rent will be credited toward your apartment rent. If for any reason you are required or allowed to move to an Edward Gay apartment but not as the renting student, charges related to the contract fee, advance rent and rent shall be as outlined in paragraphs 6, 7 and 8 below.
- c. **Partial Occupancy:** Residence hall rental rates are based on your room being occupied at its normal capacity. During fall and spring semesters, if your room becomes occupied at less than normal capacity, you may be contacted by Residential Life to exercise one of the following choices:
 - i. Pay the additional rent for a private room.
 - ii. Request assignment to another room or to pull in a desired roommate into the unoccupied space.
 - iii. Identify that you are willing to accept a roommate at any time as directed by Residential Life, which includes leaving the open space available for move-in at all times.
- d. **Ineligible Occupants:** Rooms may only be occupied by residents assigned by Residential Life. If you allow anyone else to move into or stay in your apartment, suite, or room, you may be removed from campus housing. Overnight guests are permitted in residence halls but are subject to the conditions and approval process outlined in the *Living on Campus Handbook*.
- e. **Online Renewal:** You may be given the opportunity to renew this contract via the Internet to live in the residence halls, East or West Campus Apartments or Nicholson Gateway Apartments. If you choose to renew online, you will be bound by and subject to all the terms and conditions of this contract and any additions, deletions, or modifications contained in the online version that you accept, authorize, or agree to electronically in the manner prescribed online in lieu of a handwritten signature. A non-refundable \$250.00 advance rent payment is required for renewals.
- f. **Housing Cancellation/Withdrawal:** You must submit any housing cancellation at lsu.edu/cancelhousing. Charges for cancellation/withdrawal and any refund shall be determined as outlined in sections 6, 7 and 8 below.
- g. **Room assignments and inspections:** LSU reserves all rights in connection with assignment of rooms. LSU shall have the right to inspect rooms.

5. RENTAL RATES:

- a. Rental rates will be as established and published by the Department of Residential Life both on its website and at the Department of Residential Life, located in 99 Grace King Hall, Baton Rouge, Louisiana 70803.
- b. Payment shall be made or deferred no later than the first day of class for the fall, spring and summer semesters, respectively.
- c. All utilities (electricity, water, sewer and waste disposal), basic cable service and internet service are included in all rooms. Additional cable services are obtained by contacting Cox Communications.
- d. If you do not select a space on campus by July 1, you will be responsible for 100% of the lowest two-person priced room offered. Upon assignment to a space, your rent will be changed to the space assigned.
- e. Rental rates are subject to change at the beginning of any academic term.

6. CONTRACT PROCESSING FEE/ADVANCE RENT:

- a. New contracts: A \$75.00 non-refundable contract processing fee shall be paid to the university when a new contract is submitted.
- b. Renewed contracts: A \$250.00 advance rent payment shall be paid to the university when a contract is renewed. Cancellation at any time after renewal forfeits entire advance rent payment. The advanced rent payment will be applied to the rent obligation as accrued.

7. CREDITS:

In the event that housing is unexpectedly closed for the academic year or portion thereof, a credit may be issued for 25% of the remaining assigned rent for the period that housing is closed.

8. REFUNDS /PENALTIES/WITHDRAWALS/CANCELLATIONS:

If you cancel your housing assignment or withdraw your housing contract, you will be charged or refunded rent as follows:

- a. Cancellations received after June 15 but before July 1: a \$250.00 cancellation penalty will be applied.
- b. Cancellations received after June 30 but before fall classes begin: a \$500.00 cancellation penalty will be applied.
- c. Cancellations received on or after classes begin for the fall semester but during the fall semester:
 - i. If you resign from LSU, you are responsible for 25 percent of the remaining rent for your room for the fall semester and will be charged a rent penalty for the spring semester (75 percent of your assigned rent). After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty for the spring semester will be reversed.
 - ii. If you move out without resigning from LSU, you are responsible for 75 percent of your remaining rent for your room for the fall and will be charged the rent penalty for the spring semester (75 percent of your assigned rent). After the 14th class day for the spring semester, if you have not registered for classes at LSU,

- the spring rent penalty will be reversed.
- iii. If you apply for housing and do not check in (no show) and are not registered for classes at LSU, a \$500.00 rent penalty will be applied and you will be charged a rent penalty for the spring semester (75 percent of your assigned rent). After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty for the spring semester will be reversed.
 - iv. If you apply for housing and do not check in (no show) and are registered for classes at LSU, you are responsible for 100 percent of the fall assigned rent and will be charged a rent penalty for the spring semester (75 percent of your assigned rent). After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty for the spring semester will be reversed.
- d. If you graduate in the fall semester or are academically ineligible to return for the spring semester, you will not be charged the rent penalty or rent for the spring semester.
 - e. If you lived in a residence hall for the fall and are eligible to return to LSU but do not live in a residence hall for the spring semester, you will be charged the rent penalty (75 percent of your assigned rent) for the spring. After the 14th class day of the spring semester, if you have not registered for classes at LSU, the rent penalty for spring will be reversed.
 - f. If you did not live in a residence hall for the fall semester and cancel a housing contract before classes begin for the spring, your spring rent will be refunded.
 - g. Cancellations received on or after classes begin for spring or summer, but during the spring or summer semester:
 - i. If you resign from LSU, you are responsible for 25 percent of the remaining rent for your room for spring or summer.
 - ii. If you move out without resigning from LSU, you are responsible for 75 percent of the remaining spring or summer assigned rent.
 - iii. If you are a new applicant for housing and do not check in (no show) and are not registered for classes at LSU, a \$500.00 rent penalty will be applied.
 - iv. If you are a new applicant for housing and do not check in (no show) and are registered for classes at LSU, you are responsible for 100 percent of the spring or summer assigned rent.
 - v. To the extent you were reassigned or requested a room change, the "remaining rent" amount for purposes of this section shall be the highest rate of rent you have been assessed under this contract.
 - i. If you are required to move out of the residence halls as a result of disciplinary action, your charges will be calculated as in 8.c. or 8.g. above.
 - j. If you select the 12-month option for Nicholson Gateway Apartments and cancel before the summer semester, you will be charged the summer rent penalty (75 percent of your assigned summer rent).
 - k. If you select the 12-month option for Nicholson Gateway Apartments and elect to reduce the terms of the agreement from 12 to 10 months, you will be charged the summer rent penalty (75 percent of your assigned summer rent).
- 9. CONDUCT:**
- a. You shall abide by the terms and conditions of the *Code of Student Conduct* and all rules and policies of the Department of Residential Life and LSU.
 - b. **Termination of Contract:** LSU, at its sole option, may terminate this contract for violation of the terms and conditions of this contract or for any violation of LSU policies, regulations, *Living on Campus Handbook*, the law or the *Code of Student Conduct*. Failure to strictly or promptly enforce any of the terms and conditions of this contract by LSU shall not operate as a waiver of any of LSU's rights as provided herein. You must advise LSU Residential Life immediately if you are arrested for, convicted of, or plead guilty to a crime other than a minor traffic offense or if any such criminal action is pending or expected to be brought against you. LSU, at its sole option, may terminate this contract if you complete, withdraw, or are removed from the approved LSU program which enables you to live in LSU housing.
 - c. **Safety Hazard:** LSU, at its sole discretion, may terminate this contract without prior notice if it reasonably believes that your continued occupancy presents a safety hazard to yourself or others or that it is detrimental or disruptive to others.
 - d. **Tobacco Free:** The use of tobacco and tobacco products is prohibited on campus. All halls and apartments are tobacco free. Use of any tobacco product or electronic cigarette is not permitted inside any residence hall and apartment rooms, lobbies, hallways, bathrooms, or any other area inside or around the building.
 - e. **Prohibited Items:** Pets, guns (including but not limited to firearms, BB guns, pellet guns, air pistols, and paint guns), ammunition (including spent shell casings), explosives, and illegal drugs are not allowed in LSU residence halls and/or apartments under any circumstances. Any violation of this provision may result in immediate termination of this contract, and you shall not be entitled to any refund for rent or advance rent or contract fee.
 - f. **Alcoholic beverages:** Possession and consumption of alcoholic beverages in LSU residence halls shall be in accordance with Residential Life, LSU, state, and federal regulations, statutes, and policies.
- 10. LIABILITY FOR DAMAGES OR LOSS:** You are liable and shall pay for any damage you or your guests cause to university property. You may also be held liable for and shall pay a share of damages to your residence hall. You are responsible for securing your personal property and your room at all times. LSU assumes no responsibility and shall not be liable for any loss of or damage to your personal property and you agree to hold LSU harmless for any such loss or damage.

- 11. EQUIPMENT MALFUNCTIONS:** In the event of a malfunction of mechanical equipment in your residence hall, university personnel shall make every effort to restore operations quickly and/or make reasonable accommodation to compensate temporary outages. *Refunds of rent are not made for suspension of services caused by equipment malfunctions.* If suspension of service is prolonged, Residential Life at its sole option reserves the right to terminate this contract and refund the remaining part of the semester rent. If a particular malfunction continues for more than 10 days, you have the option to request to be moved to another room and you will be reassigned, provided space is available. In that case, if you exercise the option to request assignment to another residence hall, you shall be charged or refunded any difference in rates. Failure of facilities systems does not constitute automatic termination of contract.
- 12. VACATING PREMISES:**
- Upon expiration or termination of this contract for any reason, including removal for misconduct or loss of eligibility, you agree to vacate the premises, as instructed and before the deadline proscribed in the notice provided. You agree to remove all personal items and refuse and leave the premises clean and in good condition, normal wear accepted. The failure to vacate the premises within the time provided and without the consent of Residential Life will be considered trespassing.
 - If you fail to follow the proper procedure to check out of your room, you will be assessed an improper checkout charge of \$50.00. In addition, if you fail to check out by the date and time announced for the closing of your hall or the end of your occupancy period, you will be assessed an additional service charge of \$25.00 for each hour or portion thereof from that announced time until the time you complete a proper checkout. This is in addition to any other damage charges or service fees for which you may be liable. Any items left in your room after checkout will be disposed of and will subject you to a \$300.00 item removal and disposal charge.
 - Upon termination of this Agreement, all personal property and refuse belonging to you or others must be removed from LSU property. If you fail to do so, you will be charged \$300.00 for removal and disposal of any such property or refuse.
- 13. PROPERTY:** You hereby agree to hold the university, its agents, employees and contractors harmless for any loss or damage of personal property remaining on LSU property after termination of this contract. Further, you agree to indemnify and defend the university, its agents, employees and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in your room or apartment or in your possession, custody, or control.
- 14. FORCE MAJEURE:** Residential Life's duties and obligations under this Contract shall be suspended immediately without notice during all periods that housing is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental order or action, act of terrorism, epidemic, pandemic, or any other event beyond Residential Life's control. If such an event occurs, Residential Life's duties and obligations in this Contract will be postponed until such time as Residential Life, in its sole discretion, may safely reopen housing. In the event that Residential Life operations are suspended due to an event under this clause, Residential Life is under no obligation to refund any portion of the rent or fees paid.
- 15. PHOTO/VIDEO DISCLOSURE & RELEASE:** Residential Life has the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images taken in public spaces of on-campus housing residents, visitors and guests for use in connection with the activities of the university and Residential Life or for promoting, publicizing, or explaining the university and Residential Life. Residential Life and the Division of Strategic Communications is relinquished from and given all rights, title, and interest a subject may have in the finished photographs, print pieces, electronic versions, videotapes and/or sound recordings for the purpose and promotion of Louisiana State University by the LSU Division of Strategic Communications and/or the Department of Residential Life.

STUDENT NAME (PRINT): _____
I agree to abide by the contract terms listed above.

STUDENT ID NUMBER: _____

STUDENT SIGNATURE **AGE** **DATE**

PARENT/GUARDIAN SIGNATURE **DATE**
(If applicant is under 18 years of age)

ACCEPTANCE BY LSU.

This contract is accepted by LSU, Department of Residential Life, by signature of a duly authorized representative below.

Renee M Richard-Gonce, Director, Communications and Administration



99 Grace King Hall, Baton Rouge, LA 70803

• housing@lsu.edu | lsu.edu/housing

• Phone 225-578-8663 | Fax 225-578-5576

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