

RESIDENCE LIFE

PURPOSE

The mission of the office Residence Life is to effectively manage on-campus housing, to uphold campus policies and procedures, and to provide a quality atmosphere that encourages personal, spiritual, and academic growth, for the purpose of aiding students in their transition into adulthood.

RESIDENCE HALLS

OFFICES AND STAFF

The College has seven residence halls: College Drive Apartments (CDA), Cottingham Hall, Tudor Hall, Church Hall, English Village (EV) Apartments, Ware Street Apartments (WSA), and Married Student Housing (MSH). Each residence hall is directly supervised by a Residence Director (RD) or Apartment Manager living on the premises. Student Resident Assistants (RA's) are the first point of contact for students in campus housing and supervise approximately twenty residents each. The Residence Life office is a unit of Student Development and under the general supervision of the Dean of Students. The Residence Life office is located in the Student Development Suite on the top level of the Hixson Student Center and can be reached by calling 318/487-7154.

2018-2019 RESIDENCE LIFE STAFF

Dean of Students – Mr. Vince Smith
Director of Residence Life – Ms. Hannah Nyman
Assistant Director of Residence Life – Mr. Joshua Boyette
Residence Life Coordinator – Ms. Blair Norris
Residence Director of Cottingham Hall – Ms. Rachel Reese
Assistant Director of Cottingham Hall - Ms. Sami Walters
Residence Director of College Drive Apartments – Ms. Anna Jolibois
Residence Director of Tudor Hall – Mr. Brandon Murphy
Residence Director of Church Hall – Mr. Robert Brauchaus
Residence Director of English Village Apartments – Mr. Daniel Sylvester
Residence Director of Ware Street Apartments – Mr. Taylor Antley
Apartment Manager for Married Student Housing – Ms. K.B. Thomas

ON CAMPUS RESIDENCY REQUIREMENTS

All single full-time students (students taking 12 or more hours) under age 21 are required to live in campus housing unless they are commuter students. Students who reside with parents or legal guardians within a fifty-mile radius of Louisiana College are exempt from the policy. A commuter student is defined as a student who is a legal dependent of a parent or legal guardian with whom s/he has physical residence and is living within a 50-mile radius of Louisiana College. New students must state, at the time of acceptance, their intention to live on campus or with parents. Each student must verify policy compliance with the Director of Residence Life prior to the completion of registration. Students found in violation of this policy will be subject to discipline. Louisiana College reserves the right to cancel registration and to suspend or dismiss any single student who fails to comply with this policy.

After completion of 6 semesters of residence hall living at Louisiana College, or after reaching age 21, students will be eligible to apply to live off campus. All petitions to live off campus are distributed through the office of Residence Life. If the applying student does not meet the requirements below, the Residence Life Director will send a statement of denial to the student. The statement includes the process of appeal which the student may go through if the

student feels like his/her case was misrepresented. The responsibility for hearing the student cases and rendering appeal decisions are at the discretion of the Dean of Students. Request for Exemption forms are available in the Residence Life offices and online (www.lacollege.edu).

Approval to live off campus is contingent upon the student's academic record (minimum 2.0 Cumulative GPA) and disciplinary record. Permission **may** be granted by the Director of Residence Life if a student is eligible and meets one of the following criteria:

1. Enrolled for less than 12 hours during a fall or spring semester and will not add additional hours of study to his//her schedule before the final date of registration.
2. Has completed six semesters of residence hall living at Louisiana College.
3. Is at least 21 years of age *by the final day of registration*.
4. *Lives locally within a fifty mile radius of campus with parents, grandparents, or legal guardian provided their primary address is within the Pineville area for tax purposes. ****
5. Married and/or has legal guardianship of a minor by custody.

These are the only exceptions that will be considered and other requests that do not meet the above criteria *will not be approved*.

Please note that the Residence Halls are intended for traditional student use. Students over the age of 25 will need to seek housing accommodations off campus, unless student is seeking housing during the summer sessions for the TEACH or MAT programs. Some exceptions may be made at the discretion of the Director of Residence Life and the Dean of Students. The housing office apologizes for any inconvenience this may cause.

*** In order to process the request we must verify residency of the person(s) where the student will be living locally. The verification documents include the most recent tax filings from the person who lives locally. The only information that LC ResLife requires is proof of primary address, sensitive tax information may be redacted and the file sent to:

Louisiana College
Director of Residence Life
Box 586
1140 College Drive
Pineville, LA 71359

Upon receipt of this document, the tax documents will be securely filed and the request will be approved. Please note per the Student Handbook: students that claim a local dwelling exemption yet fail to complete the verification process *will result in the student being billed for the cost of the room and board*.

Residence Life - Summer Housing Policy:

Students are allowed to pay (\$85.00 per week) to reside in campus housing during summer sessions provided the student is a continuing student whether registered for summer session classes or not. Students must be registered for classes in the upcoming Fall session to be approved for summer housing on-campus. All students that are using summer housing must adhere to the Louisiana College Code of Conduct.

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays. After holidays or breaks, students are not permitted to return to campus prior to the date announced in the College Calendar. Students are to vacate their

rooms and check out properly with the housing staff according to the closing date in the College Calendar. Special arrangements must be made through the Director of Residence Life if a student needs to arrive early or stay late. Charges are assessed on a per day basis for any days the buildings are not officially open. Additional fines may be assessed if the resident does not vacate his/her room by the designated time.

Please note that private rooms are assigned on a medical need basis only. Students must submit medical documentation to be kept on file in the housing office before a room will be assigned.

RESIDENCE HALL OPENING AND CLOSING

Residence halls will open and close as published in the College Calendar unless otherwise posted. Residence halls remain open for brief breaks within the semester. During these times, students may remain in their room. The residence halls will close for longer breaks such as Thanksgiving, Christmas, and Easter. During these times, students are not permitted access to the buildings. Before the dorms close for these holidays, residents will be required to properly check out with the Residence Life staff and turn in their door keys and secure cards. Residents may leave personal belongings in their rooms during these breaks.

Students who need housing accommodations during these breaks will be required to apply for Holiday Housing. Holiday housing privileges will be granted at the discretion of the Director of Residence Life and must be approved no later than one week prior to the posted dorm closing. Students can anticipate a charge of \$5 per night to stay in the Residence Hall during the holiday.

Athletes and international students who need to stay additional days past the end of the semester, or who need to return early (before residence halls officially open), must have their coach or International Student Advisor send a written request to the Office of Residence Life at least a week before the additional days are needed. The Residence Life office has no obligation to make provisions for such students if requests are not submitted on time.

Please note that all international students and athletes will be charged the same rate as holiday guests if they fail to meet the deadline to apply for holiday housing.

Residence halls close for maintenance and housekeeping at the end of the spring semester. During these times students are not permitted access to the buildings and must remove all personal belongings from their rooms.

Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of \$85 per week. Summer residents must pay two weeks rent in advance prior to moving into the assigned room. Payments must be made on a weekly basis thereafter. Failure to pay rent in a timely manner may result in removal from the residence, denial of further housing privileges, and denial of permission to register/attend classes until the balance is paid.

Please note that living on campus during the holidays and summer terms is a privilege. Students who are found in violation of housing policies will have their residential privileges revoked during these times.

RESIDENCE HALL OPENING AND CLOSING DATES FOR THE 2018-2019 ACADEMIC YEAR

<u>DATE</u>	<u>TIME</u>	<u>OPEN/CLOSE</u>	<u>EVENT</u>
August 4, 2018		Open	W3, RA's
August 4, 2018	9:00am	Open	Football, Band, Soccer, Cheer
August 11, 2018	10:00am	Open	Freshmen

August 15, 2018	10:00am	Open	Upper Classmen
September 3, 2018	no classes and ResHalls remain open		Labor Day
October 18-19, 2018	no classes and ResHalls remain open		Fall Break
November 17, 2018	5:00 pm	Close	Thanksgiving Break
November 25, 2018	2:00 pm	Open	
December 7, 2018	12:00 pm	Close	Christmas Holidays
January 13, 2019	2:00 pm	Open	Spring Semester
January 21, 2019	no classes and ResHalls remain open		MLK Holiday
March 4-5, 2019	no classes and ResHalls remain open		Spring Break
April 12, 2019	5:00 p.m.	Close	Easter Break
April 21, 2019	2:00 p.m.	Open	
May 3, 2019	12:00 p.m.	Close	Summer Break
May 4, 2019	3:00 p.m.	Close	Graduating Senior Check-out

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to holiday, summer, and semester check-outs. Students will not be permitted to register, attend classes, or get a transcript until all fines are paid. Students will be fined for the following:

1. Moving out or leaving without checking out with the Resident Assistant **\$50.**

This fine applies to students who left the residence with their belongings and failed to meet with their Resident Assistant to review and sign the check-out paperwork.

2. Being late for personal check-out time scheduled with the Resident Assistant **\$25.**

This fine applies to those who remained in the Residence Halls and were late for Personal Check-out time.

3. Remaining 1 to 29 minutes past the posted ResHall closing **\$50.**

Remaining 30 minutes or more after the posted ResHall closing **\$175.**

*If students have not checked out of their rooms 30 minutes after the posted Residence Hall closing time, their belongings will be moved to storage and the fine will be added to their student account. The **\$175** fine must be paid before belongings can be taken from storage.*

Failing to remove all belongings and trash **\$50** minimum/**\$500** maximum.

Students who leave personal property and/or trash in their room after check out will be fined based on the amount of materials that have to be removed by Residence Life staff.

Please note that Louisiana College is not responsible for any personal items left behind in the residence halls after check out.

MAIN DESK

The central point of Cottingham Hall, English Village, and Tudor Hall is the main desk located in the lobby. A Residence Life staff member is available at the main desks of Cottingham and Tudor Halls, and English Village from 6pm until 10pm on each night except Wednesdays and Sundays to provide information and service students and guests.

Church Hall, College Drive Apartments, and Ware Street Apartments do not have a main desk area. If a student is in need of a staff member, Resident Assistants' and Residence Directors' contact information is posted throughout the buildings.

RESIDENCE HALL ACCESS

Students who require access to Tudor Hall, Cottingham Hall, or Church Hall after 12 midnight may enter through the keypad lock door in the building. In the event of failure of a combination lock, residents should call: 1st an RA, 2nd their Residence Director. Security personnel will be dispatched to the defective entrance every hour to permit access to students. If this situation occurs, residence hall doors are to be opened only by authorized College officials.

The combination to a residence hall lock is privileged information. For safety and security reasons, the codes are provided for the exclusive use of persons residing in each building. Individuals who divulge lock combinations to unauthorized persons jeopardize the security of all residents. Offenders will be disciplined and fined \$50.

KEY SECURITY AND REPLACEMENT

Room keys are issued only by the authorization of the Residence Director of each building. Each student will be issued only one key to his/her room. A student may not possess keys to any other student's room. Students are not to exchange keys, duplicate keys, or pass keys to subsequent occupants of the room. Violation of this regulation is considered a serious offense and disciplinary action will be taken. Unauthorized possession of a master key, or any key for other than its designated purpose, is also a serious offense and may result in disciplinary action.

Lost keys or secure cards should be reported immediately to the Resident Assistant and/or Residence Director. Lost keys will be replaced at a cost of \$20.00 per key so the lock can be replaced. Students living in College Drive Apartments, Cottingham Hall, and Ware Street Apartments will be issued a secure card to access their residence hall. Unauthorized possession of a secure card is a serious offense and will result in disciplinary action. Lost or broken secure cards will be replaced at a cost of \$35.00 per card.

Cottingham Hall, Church Hall, and Tudor Hall are all equipped with keypads for security after hours. The codes to each of these doors will be given to the residents of the building only, and this information should remain confidential. These codes change every semester, and it is the responsibility of the Resident Life staff to inform the residents of code changes. Sharing the building codes with non-residents is a serious offense and will be treated accordingly. There will be a fine of \$50 issued for sharing the codes with anyone of the opposite sex.

HEALTH AND SAFETY

HEALTH EMERGENCIES

Any Louisiana College student needing medical attention may seek aid from the College's Health Services office, located on the 2nd floor of the Hixson Student Center. In the event of a health emergency, any member of the Residence Life staff may take students to the Emergency Room of a local hospital.

MISSING STUDENT NOTIFICATION

Louisiana College takes student safety very seriously. To this end, the following policy has been established concerning students who live in College-owned campus housing who, based on the facts and circumstances known at the time to College officials, are presumed to be missing. Most missing person reports in the College environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes College standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in College housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons" and is distinct from policies related to "welfare checks."

Missing Person

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student.

Student Disclosures

Prior to occupying College housing, students will be informed of the following:

1. The University will notify College Security and the Dean of Students if a student is reported missing;
2. Students may identify a person to be contacted by the College not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures;
3. The University is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and
4. The University is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying College housing, students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.

Suggestions for Personal Safety

1. Let friends and roommates know where you are going and when you expect to return

2. If your plans change, let your friends, roommate, family know of the change
3. Be cautious when accepting drinks, rides, gifts, etc.
4. Keep your cell phone charged and with you when out of your room
5. Stay in groups or with at least one trusted friend when going off campus
6. DO NOT leave friends in unfamiliar locations or situations or with people not known well by you or your acquaintances

FIRE SAFETY

Louisiana College is subject to the laws of the state of Louisiana, and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory, and violations will be subject to disciplinary actions and possible criminal prosecution.

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Residence Director immediately. Unnecessary activation of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana College will deal with the offense seriously. *Minimum sanction: students will be fined \$200 and placed on probation.*

Residents can expect each residence hall to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sounds will result in a minimum of a \$50 fine for the first offense and a minimum \$100 fine for the second offense. *Fines will double with each successive violation!* Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned residence hall.

ARSON

Arson is knowingly setting fire to or burning property. The College holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

CANDLES

Incense, candles, oil lamps, wax burners, lighters, torches, flammables, and any other items that require or generate open flames are not permitted in residence halls. Students found in violation of this policy will be fined and the items confiscated. Continued violation could result in the removal of the resident from the residence hall and possibly result in suspension from the College.

APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden (there is an exception for CDA, WSA, and EV; small kitchen appliances are allowed in the kitchen area only). Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residence Life staff to determine whether or not the item will be permitted for fire and safety reasons.

Microwaves, televisions, stereos, DVD's/VCR's, and small refrigerators are permitted; however, a room can yield only one of each. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Residence Director if the use of an appliance is questionable.

The use of extension cords in residence halls is strictly forbidden. Overloading an electrical outlet is the leading cause of fires in residence halls and homes. Therefore, violation of this policy will be treated seriously. The use of power strips/surge protectors is permitted. Plugging more appliances into a power cord than it is intended to supply is a fire hazard and is also forbidden.

MAINTENANCE OF FACILITIES

ROOM INVENTORY AND DAMAGES

The Residence Life staff will complete a room inventory form before the resident moves any belongings into the room. Residents will sign to verify the information is correct before he/she moves in. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any condition(s) that are different from check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the College. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

Prevention and reporting of vandalism or damage to residence halls, academic buildings, or any other campus facility is an obligation of every individual in the LC community. Activity or behavior associated with such damage could result in danger for members of our community and is not acceptable. For damages in residence units where the individual(s) responsible cannot be identified, each of the residents of the unit/area must pay an equal share toward the cost of repairs. If repeated incidents or major damage in a residential unit occurs, and if the individual(s) responsible cannot be identified, social privileges of the occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur. If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution and a fine.

DAMAGE DEPOSIT

All residents must have a \$75.00 damage deposit on account prior to occupancy. Funds from this deposit will be used to defer the cost of damages, outstanding bills, or improper checkout upon termination of residency. Residents who vacate rooms during a term may be reimbursed for the damage deposit when a staff member checks the condition of the room, the resident returns the room key to the Residence Director, and files a written request for a refund with the Director of Residence Life. Failure to check out properly will result in the forfeiture of the room deposit and possible additional fines. Residents who leave the College during the summer break may receive a refund by following the above procedure and submitting a written request to the Director of Residence Life at least thirty (30) days prior to the end of the term. Residents are responsible to provide the correct and current mailing address for refund checks.

RESIDENCE HALL AND VEHICLE INSPECTION

Resident Assistants will conduct weekly room checks to assure that all policies and procedures are followed in the residence halls. Residents do not have to be present for the room checks to be completed. The Residence Life staff has the right and responsibility to check in closets, microwaves, refrigerators, and under furniture without express consent. Violations reported during routine room checks will be dealt with according to the Louisiana College

Student Handbook. More serious violations will be assessed with consequences imposed by the Vice President of Student Life and/or the Judicial Committee or Board.

The College reserves the right to enter and search any room or vehicle if a violation of College regulations is suspected or if materials in violation of *The Student Handbook* are observed. Rooms and vehicles may be randomly searched for illicit drugs and other illegal contraband and drug dogs may be used in these searches. Authorization for searches can be granted by the President of the College, the Dean of Students, or the Director of Residence Life. If it appears that a delay could result in danger to individuals or property, or the destruction or disposal of evidence or contraband, the room or vehicle will be searched without prior authorization from Administration. In such cases, the Administration will be notified as soon as practical.

Reasonable effort will be made to conduct the search in the presence of an occupant of the room or the person who registered the vehicle on campus. At least two college employees will be present during a search and a list will be made of items confiscated during the search. The College employees present will sign and date the list, and the occupant/owner will be asked to sign the list to certify what was taken, not as an admission of guilt.

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant or Residence Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to notify the RA with details of the issue(s). The requests will specify the nature and exact location of the problem. Should a maintenance problem persist, the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

Residents do not have to be present when the repairs are completed. Under these circumstances, maintenance or housekeeping will leave documentation in the room to notify the occupant that repairs have been completed or when they can expect them to be completed if they must come back to finish the work.

PETS

Pets, except for fish in aquariums, may not be kept in the residence halls, married student housing, or on campus. Students found in violation of this policy will be fined a minimum of \$100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation and after the third offense residence hall privileges will be revoked. Also, students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of \$50.00.

PETS for Students with Documented Disabilities (Proposal for ESA Students)

LC allows ESAs (Emotional Support Animals) in resident students' rooms provided appropriate documentation from a physician and/or psychologist confirms an emotional disability*. A support animal for physical impairment will be allowed to assist a student outside residence halls, but a student with an ESA must keep the animal in his/her residential room.

In line with current Federal policy** concerning Emotional Support Animals, consider the following guidelines that we require should a student elect to attend LC and utilize an Emotional Support Animal:

1. The pet must be clean and odor free
2. The pet must remain in your room at all times
3. The room must remain clean and odor free

*Establishing that the support animal is necessary in order to use and enjoy the residence is critical. Courts have consistently held that a tenant requesting an emotional support animal as a reasonable accommodation must demonstrate a relationship between his or her ability to function and the companionship of the animal. See, e.g., *Majors v. Housing Authority of the County of DeKalb*, 652 F.2d 454 (5th Cir. 1981); *Housing Authority of the City of New London v. Tarrant*, 1997 Conn. Super. LEXIS 120 (Conn. Super. Ct. Jan. 14, 1997); *Whittier Terrace v. Hampshire*, 532 N.E.2d 712 (Mass. App. Ct. 1989); *Durkee v. Staszak*, 636 N.Y.S.2d 880 (N.Y.App.Div. 1996); *Crossroads Apartments v. LeBoo*, 578 N.Y.S.2d 1004 (City Court of Rochester, N.Y. 1991). In order to qualify for a reasonable accommodation under the FHA, § 504, or the ADA, the tenant must meet the statutory definition of having a "disability." The statutes recognize three broad categories of disabilities: (1) a physical or mental impairment that substantially limits one or more major life activities (such as walking, seeing, working, learning, washing, dressing, etc.); (2) a record of having such an impairment; or (3) being regarded as having such an impairment.

**If the emotional assistance animal is particularly disruptive, or the tenant fails to take proper measures to ensure that the animal does not bother other tenants, however, the landlord may be justified in denying the accommodation or ultimately filing for an eviction. See, e.g., *Woodside Village v. Hertzmark*, FH-FL Rptr. ¶ 18,129 (Conn. Sup. Ct. 1993), in which the court found that a federally assisted housing complex did not violate the Fair Housing Act by evicting a resident with mental illness for failure to walk his dog in designated areas and to use a pooper-scooper. This view has been endorsed by a number of courts within the context of other reasonable accommodation claims under the FHA, ADA and § 504. See, e.g. *Sullivan v. Vallejo City Unified School District*, 731 F.Supp. 947, 958 (D.C. Cal. 1990).

SMOKING

Louisiana College has a storied history of enhancing the life of its students, faculty, staff, and its community, Pineville, LA. As a Christian institution, LC has a moral obligation not only to promote learning, but to promote healthy behaviors. For many years, LC has prohibited the use of smoke tobacco products within its buildings and near certain entrances. On March 1, 2012, LC transitioned from a smoking restricted campus to a **tobacco-free** campus.

This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in College publications.

The success of this policy hinges on the courtesy and cooperation of all members of the Louisiana College community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all College policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Development. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Alcoholic beverages and illegal drugs (including prescription drugs in the possession of someone other than the person designated by the prescription) are prohibited on campus. Clothing and posters advertising or advocating these items are also prohibited. Violations will result in disciplinary procedures as outlined in The Student Handbook.

GUEST HOUSING

Louisiana College does not provide guest housing due to limited space in the residence halls. Resident students may have overnight guests of the same sex with prior approval of their roommates and their Residence Director. Requests to have guests stay in the residence halls should be submitted to the Residence Director at least 24 hours in advance of the guest's arrival. When the guest has arrived they must sign in with a Resident Assistant. Guests are not permitted to stay longer than 2 consecutive nights without permission of the Residence Director. Guests are also not permitted to stay in the residence halls for more than 3 nights a week. All other requests should be submitted to the Residence Director and must be approved by the Director of Residence Life. Residents are responsible for the conduct of their guests and should thoroughly inform guests of College policies. Guests are expected to comply with the rules of the College as noted in the Student Handbook. Resident students may be held accountable for, and be disciplined for, violations and damages caused by their guest(s). Failure to gain approval of an overnight guest from a Resident Assistant, or sign in with a Resident Assistant upon guest's arrival will result in a \$100 fine.

LAUNDRY

Each residence hall is equipped with laundry services and vending machines. Students are requested to show consideration for other residents by the prompt removal of clothes from washers and dryers. Clothes left in the laundry room for more than 48 hours will be removed and taken to Goodwill. Monetary losses or mechanical problems with laundry machines should be reported to an RA. *Louisiana College is not responsible for the loss, theft, or damage of clothing in the residence hall laundry rooms.* A laundry fee is added to each resident's account at the time of registration in order to provide coin free laundry services. The laundry fee is subject to change without advance notice.

GENERAL REGULATIONS

RESIDENCE HALL CHECK IN PROCEDURES

Residence halls will officially open on Saturday, August 11, 2018, at 10:00am for freshmen and Sunday, August 15, 2018 at 10:00pm for upper classmen. The Residence Life staff will conduct check in when students arrive. A health insurance card, emergency contact information, a cell phone number for the resident, and the license plate number of the vehicle the student will drive on campus will be required to be kept on file. Students are responsible for notifying Residence Life when this information changes. Students will not be permitted to check in to the residence hall without proof of meningitis vaccination on file with the Louisiana College Health Services Office.

After receiving the room key, an RA will show the student to his/her room and complete the room inventory form with the student. This form is used to record any existing damages in the room (blinds, carpet, furniture, etc.). After the form is completed the student will be allowed to move belongings into the room. This same form will be used to check students out of the dorm upon leaving the College. The purpose of this form is to ensure that students are not charged for damage that she/he did not cause.

MANDATORY RESIDENCE HALL MEETINGS

Mandatory hall meetings are called by the Director of Residence Life, Residence Directors, or Resident Assistants to inform students of pertinent matters. Every resident is required to attend these meetings. Disciplinary action will result and a fine of \$25.00 will be assessed for residents who miss a mandatory meeting. If a resident knows that s/he will be unable to attend a mandatory residence hall meeting (due to work, school, athletic responsibilities), s/he is responsible for notification of the RA and application for an exemption. This exemption must be requested

at least 48 hours in advance of the scheduled meeting. Approval of the exemption is at the discretion of the RD, or Director of Residence Life. If an exemption is granted, it is the responsibility of the resident to schedule time with the RA to obtain the information shared at the meeting. Failure to apply for an exemption or to follow-up with an RA, or to attend a meeting without an exemption, will result in a \$25 fine. Residents will be required to abide by all Residence Life policies and procedures shared in residence hall meetings, regardless of whether or not the resident attended the meeting in which rules were changed or added.

ROOM CHANGES

Room change requests must be processed and approved by the Residence Director and agreed upon by all parties involved. Room changes are processed during the first two weeks of each semester. Once room assignments are finalized, additional room changes will be made at the discretion of the Director of Residence Life. The resident will be responsible for additional room charges that result from a room change, should the cost of room rental be more than the original fees assessed.

Upon approval to make a room change, it will be necessary for the resident to check out of the original room and return the key to the RA. Failure to check out properly upon a room change will result in a fine of \$25. The resident will be given 48 hours to remove all belongings from the originally assigned room once the resident has been issued the key to the new room. If possessions remain in the original room after 48 hours, the resident will be fined \$25 for failure to comply with policies and procedures.

ROOM CONSOLIDATION

If a student is left without a roommate for any reason within the first 2 weeks of any semester, the student may be required to consolidate rooms with another student who does not have a roommate unless s/he agrees to pay for a private room. This policy ensures that all persons that have the privilege of a private room are treated equally. Consolidation means that the student will either have to select a new roommate, or will be moved to another room with a roommate. Students will be given the option to choose their own roommate and decide who will move. The Residence Director is available to help with consolidation and will provide names of persons who need roommates. If a student fails to make their own arrangements, the College will reassign the student to another room, or assign the student a new roommate. After 2 weeks of classes, students who are left without a roommate are exempt from consolidation (and private room fees) unless unusual circumstances warrant consolidation.

COURTESY HOURS

Reasonable quiet is expected in residence halls at all times. In order for residence halls to best meet the needs of all students, all residents must be considerate of their neighbors' needs, including their need for quiet time. Courtesy hours will be observed in each residence hall nightly from 10:00 p.m. until 8:00 a.m. All students and their guests are expected to observe these hours and provide an atmosphere conducive to study.

Courtesy hours prohibit the following:

- Loud stereos and televisions in your room or lounge areas
- Speakers placed against walls adjoining a neighbor's room
- Loud conversations or laughter in your room, lounge areas, or hallways
- Running anywhere in residence halls creates a safety hazard, disruption, and potential problem for others
- Slamming doors in any part of the dorm
- Yelling down the hall or any noise/behavior that infringes on the rights of others.

Students who are disturbed by noise should notify the RA if they are unable to resolve the problem. The RA will act as a mediator and request residents and guests to comply with courtesy hours. If cooperation does not occur, the RA or the resident should contact the RD for assistance. Consistent violations of courtesy hours will be referred to the Dean of Students as a disciplinary matter. Disciplinary action may include, but is not limited to: community service, fines, possible removal from campus housing, and/or dismissal from the College.

ROOM VISITATION/OPEN HOUSE PRIVILEGES

Visitation in an on-campus room or apartment, assigned for occupancy by members of the opposite sex, is forbidden without the expressed permission of the Residence Director. Please be advised that this policy also applies to parents and siblings of residents. Open house privileges apply to all residence halls with the exception of married student apartments.

For the convenience and courtesy of residents, open house hours are scheduled regularly according to the following established College policies:

1. A guest must be a minimum of 18 years of age unless s/he is a current full-time student of Louisiana College or a family member.
2. Guests must enter the residence hall through the main entrance, or the entrance closest to the back desk check-in area.
3. Guests must leave their student ID's with the RA on duty at the residence hall office.
4. Residents must meet their guests at the sign in area and escort them to their room or a lounge area. A resident may not check another resident's guest into the dorm.
5. Guests must conduct themselves according to the rules of the College and of the residence halls. This specifically includes quiet hours.
6. Rooms must be well lit (overhead lights must be on at all times) and the doors must remain open and unlocked.
7. Residents, and their guests of the opposite sex, are not permitted to lie on dormitory beds for any reason. They also may not be under the same blanket on any piece of furniture.
8. Residents, and their guests of the opposite sex, must keep their feet on the floor when sitting on the same piece of furniture.
9. At the conclusion of the visit, or the conclusion of Open House hours, guests must be escorted back to the residence hall office area by their host to reclaim their ID and check out.
10. A roommate's privacy, plans, needs for rest and quiet time must be considered when a resident plans to bring a guest to the room.
11. Guests must use designated opposite sex restrooms during their visit. These restrooms are located in the lobby areas, and it is the responsibility of the resident to escort the guest to the restroom and back again.
12. Guests are required to check out by the end of Open House hours and exit the residence hall through the same door they used to enter the building.

Open house rules apply to the common areas in the dorms and all buildings on campus. Failure to comply with open house rules will, at a minimum, result in the loss of Open House privileges for all parties involved for a minimum of one semester. Flagrant and repeated violations may result in severe disciplinary action. Residents who live in English Village, Church Hall, College Drive Apartments, and Ware Street Apartments and violate the open house rules will be required to move to Cottingham Hall or Tudor Hall.

Open House Hours for In Room Visitation

Monday Evenings	6:00 – 10:00 pm
Tuesday Evenings	6:00 – 10:00 pm
Thursday Evenings	6:00 – 10:00 pm
Friday Evenings	6:00 – 10:00 pm
Saturday Evenings	6:00 – 10:00 pm

Open House Hours for Residence Hall Common Areas

Sunday through Thursday	Close at Midnight
Friday and Saturday	Close at 1:00 am
English Village	Close at Midnight

The College and the Residence Life Office reserves the right to cancel open house for any reason without prior notice to the residents. Cancellation of visitation will occur during college scheduled events or in the event of an emergency. The Residence Life Office also reserves the right to schedule additional open house hours to accommodate college scheduled events such as move-in, Mom’s Weekend, Dad’s Day, and Cochon de Lait. This special courtesy will allow parents and family members to extend visits with residents during these special occasions.

THEFT AND VANDALISM

The College is not responsible for theft or loss of personal belongings maintained in residence halls. Incidents of theft or vandalism should be reported immediately to the Resident Assistant or Head Advisor/Residence Director. Security personnel will coordinate the investigation of all thefts and vandalism. Students are strongly advised to obtain insurance to cover losses through theft or vandalism. Students who are determined to be in possession of another student’s property are subject to judicial sanctions.

TERMINATION OF RESIDENCY

Any student who wishes to vacate a residence hall, must complete an Exit Interview, submit a deposit refund request, have their room inspected by an RA, and turn in their room key. Each individual who wishes to terminate occupancy must complete the above procedure with a staff member. Failure to check out properly will result in the forfeiture of the damage deposit, a \$25 fine, key replacement cost, and charges for any damages to the room/residence hall. In addition, students will continue to be charged rental fees until they officially check out of the residence hall. Upon completion of the required paperwork and procedures, the student may be eligible to receive a prorated refund of pre-paid rental fees.

UNAUTHORIZED SOLICITATION AND SALES

Any form of unauthorized sales, solicitation, or door-to door-distribution of materials (including but not limited to, surveys or questionnaires) is prohibited. Student organizations must obtain permission from the Student Development Office to sponsor a fund raiser or post a flyer. No student is allowed to use the College property/facilities to conduct private business enterprises. Residents are expected to report any unauthorized sales or solicitation in their building to the Residence Director.

MOST COMMOM RESIDENCE LIFE FINES

Missing a mandatory ResHall meeting	\$25
Failure to check out for holidays	\$50
Failure to check out properly when a resident moves out of the dorm	\$50-\$100
Lost keys	\$25
Lost Secure Card	\$35

Failure to evacuate building during a Fire Alarm thereafter	\$50 minimum; doubles
Pulling a Fire Alarm without cause	\$200
Failure to check-in an overnight guest	\$100
Opposite sex entering in keypad code	\$50
Failure to stay in assigned room for 4 nights per week	disciplinary action
Failure of weekly room check (first offense)	written warning
Failure to clean room within 24 hours of written warning	\$25
Repeated failure of weekly room check doubles with each subsequent violation	
Excessive noise (doubles with each subsequent violation)	\$25
Possession of illegal items in room, e.g., candles, coffee pots, etc.	\$25
Feeding stray animals	\$50
Possession of pets in the dorm (doubles with each subsequent violation)	\$100
Open house violations (English Village, College Drive Apartments, Ware Street Apartments, and Church Hall residents will be required to move)	loss of privileges
Use of tobacco products on campus	\$100 & disciplinary action
Use of alcohol or other illegal substance on campus	\$100 & disciplinary action
Possession of alcohol or other illegal substance on campus	\$50 & disciplinary action
Failure to comply with college official (Includes RA's, RD's, Director of Residence Life, Faculty, Staff, or Administrator)	\$25 minimum
Moving out or leaving without checking out with the RA	\$50
Late for personal check-out time scheduled with RA	\$25
Remaining 1 to 29 minutes past posted residence hall closing	\$50
Remaining 30 or more minutes after the posted residence hall closing	\$175
Failure to remove all belongings and trash from residence hall minimum/\$500maximum	\$50

**Louisiana College is not responsible for any personal items left behind in the residence halls after check out.*