



**LSU** | Residential Life

# **2023** | LIVING ON CAMPUS **2024** | HANDBOOK

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



# WELCOME TO LIFE ON CAMPUS



**Peter Trentacoste**  
Executive Director, Residential Life

The past few years have renewed my belief that the on-campus, in-person, residential living experience is as relevant and essential as ever. And I can't wait for you to experience it at LSU!

As you make campus your home away from home, I want you to experience the best of LSU while living with us. My team's work is focused on supporting you the 153 hours you spend outside of the classroom each week so you can be rested, confident, and ready to excel inside the classroom.

From maintaining and investing in our 3 million square feet of residential space on campus to bringing new and inspiring programs to you right where you live, we intentionally make decisions based on what will support your transition into and through college, your academic success, and holistic personal development.

I hope you will take advantage of all the services and support staff your community provides. That you'll get involved, influence your living environment, and truly experience the best of LSU.

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!

Geaux Tigers!

Pete

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# COMMUNITY LIVING

LSU's Residential Life communities 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. The in-community staff members lead their communities in upholding community standards.

## Rights and Responsibilities

The 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 the living on-campus community, you have rights and responsibilities 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 members should violations of the roommate/suitemate 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)/suitemate(s) and update this roommate/suitemate agreement should a change in your preferences or circumstances occur;
- The responsibility to ensure the safety of our community by maintaining cleanliness and by following all guest policies;
- The responsibility to comply with reasonable requests made by in-community staff or university officials; and
- The responsibility to hold yourself and your roommate(s)/suitemate(s) accountable to all expectations and standards set for the space through this roommate/suitemate agreement and to the expectations for all members of the LSU and Residential Life communities.

## 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 Residential Life communities. We will work to make our commitment to these values an integral part of our purpose, values, and daily activities.

View the university’s anti-discrimination policy, PS1, at [lsu.edu/policies](http://lsu.edu/policies).

## Reporting 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 at [lsu.edu/lsucares](http://lsu.edu/lsucares). Learn more below. The elimination of discrimination on our campus begins with reporting.

## LSU Cares - A Reporting Resource

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](http://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.

## LSU 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.

*Adopted 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.*

**The Office of Civil Rights & Title IX** exists to:

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

The Office of Civil Rights & Title IX addresses concerns related to PM-73, Louisiana State University's policy on prohibiting power-based violence. This policy includes sexual assault, sexual harassment, dating & domestic violence, interpersonal violence, stalking, and retaliation.

The Office of Civil Rights & Title IX works to ensure admission to, participation in, and employment in the programs and activities which the University operates, regardless of race, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national or ethnic origin, age, disability, genetic information, or veteran's status.

Together, this office works with other campus offices – such as Human Resource Management and the Office of the Dean of Students – to use LSU's policies, procedures, prevention, education, and enforcement to limit and eliminate the barriers created by civil rights-based harassment and discrimination. We also help support the University's efforts related to Affirmative Action and Equal Employment Opportunity within the LSU community.

In addition, the office responds to matters related to the access and participation of pregnant and parenting students in partnership with LSU Cares, the Women's Center, and the Pregnancy and Parenting committee. Students are encouraged to reach out early in their pregnancy to learn their rights and discuss options for upcoming semesters. Learn more at [lsu.edu/titleix](http://lsu.edu/titleix).

## **On-Campus Support & Resources**

[lsu.edu/support](http://lsu.edu/support)

### **The Lighthouse Program**

[lsu.edu/lighthouse](http://lsu.edu/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.

### **Mental Health Services**

**225-578-8774** • [lsu.edu/shc](http://lsu.edu/shc)

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.

### **Medical Clinic**

[lsu.edu/shc](http://lsu.edu/shc)

The LSU Student Health Center is open and committed to meeting the health and wellness needs of students with visits in the Medical Clinic, Mental Health Service, and Wellness and Health Promotion. On-site Medical Clinic visits are available, by appointment only and on-site priority visits are available in Mental Health Service and Wellness and Health Promotion.

### **Office of Civil Rights & Title IX**

**225-578-9000** • [titleix@lsu.edu](mailto:titleix@lsu.edu)

The Office of Civil Rights & Title IX case management staff provides support, resources, and information on reporting options to any LSU community member who may have experienced discrimination, harassment, or power-based violence. Supportive measures can be provided to those who have experienced harm. Supportive measures are designed to restore and preserve equal access to educational or employment programs and activities. The Title IX Case Manager works with students, faculty, and staff to ensure that supportive measures are individually tailored to meet each individual's unique needs.

### **The Phone**

**225-924-LSU1 (5781)**

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).

### **Reporting**

#### **Residential Life Staff Members**

Residential Life staff members are mandatory reporters. Mandatory reporters are employees who have been designated to report incidents of sexual harassment, sexual violence, interpersonal violence, stalking retaliation, or other incidents of power-based violence.

Additionally, Residential Life staff members are Campus Security Authorities (CSAs). As a CSA, Residential Life staff members must report crimes that occur on campus to LSU Police Department. While staff members must report the location, date, and nature of the crime, they are not required to disclose the name of the victim unless the victim consents to their name being given.

### **LSU Cares**

Report bias or discriminatory behaviors at [lsu.edu/lrucares](http://lsu.edu/lrucares). Learn more on page 3.

## **Living with a Roommate or Suitemate**

Making the most of living in your Residential Life community starts with getting settled in and getting to know your roommate/suitemate. Whether you and your roommate/suitemate are friends, or you just met, developing a healthy relationship will help make living together more comfortable. While you and your roommate/suitemate are not required to become friends, sharing a living space will require you interact with one another on a daily basis.

### **Before You Move In**

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

As excited or nervous as you may be to meet your roommate/suitemate, 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 Resident Assistant in working through our conflicts?

### **Living Together**

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

### **Roommate/Suitemate Agreement**

Residents are strongly encouraged to complete a roommate/suitemate agreement within the first month of living together.

The roommate/suitemate 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/suitemate agreement conversation. These agreements serve as a conversational starting point and should be revisited frequently as relationships between individuals grow.

## **Resolving Conflicts**

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**

Great roommates/suitemates openly communicate, respect one another, and willfully compromise.

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

**Be Mindful** – Remaining respectful and using appropriate language will help you to solve the issue. Listen to learn, not to respond. Recognize when you need to take a moment to collect and process your thoughts on what has been discussed.

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

**Use "I" Statements** – "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."

**Time Sensitive** – It is important that you address the issues with your roommate(s)/suitemate(s) in a timely fashion. Typically, the sooner the better.

### **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/suitemate to solve the conflict and make a commitment to listen to one another.

**Listen** – It is important to listen to what your roommate/suitemate has to say. Often, conflict is a two-way street; taking a moment to learn where someone else is coming from is important.

**Compromise** – More than likely, you and your roommate/suitemate 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/suitemate 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 members are here to support and assist you in resolving roommate/suitemate conflicts.

**Use your Resources** – If you have not yet resolved the conflict, your Resident Assistant can give you helpful techniques to use when speaking to your roommate/suitemate. Additionally, your Resident Assistant and the other Residential Life staff members in your communities are able to mediate conversations among roommates/suitemates.

**Neighboring Residents** – In-community staff members encourage all residents to maintain contact and open communication with their neighbors next door, above, below, and across the way. This allows you to effectively communicate with neighbors and resolve minor interpersonal conflicts such as noise, cleanliness of the hallway, or shared common areas.

MEET THE STAFF

View a complete staff directory and organizational chart at [lsu.edu/housing](http://lsu.edu/housing). To learn more about joining the Res Life team, visit [lsu.edu/reslifejobs](http://lsu.edu/reslifejobs).

LIVE-IN STAFF



**Residence Coordinator (RC)**

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



**Graduate Residence Coordinator (GRC)**

GRCs are graduate students who live and work in each community. GRCs assist the RCs with day-to-day operations of the community.



**Resident Assistant (RA)**

RAs are sophomore and beyond students assigned to individual floors, buildings, or communities. RAs are a student's go-to person for community living.



**Faculty in Residence (FIR)**

Faculty in Residence are faculty members who live on campus. Their responsibility is to build relationships with students by engaging in campus programming and events. The FIRs can be found at community programs, athletic events, or even in the dining hall.

SUPPORT STAFF



**Desk Assistant (DA)**

DAs are students who work at the community service desks. They can assist with lock outs, work orders, and escalate issues using the on-call protocol.



**Rector**

Rectors are faculty members who support the Residential College communities. Rectors instruct courses in and hold office hours in the residence halls and plan programs designed to increase student engagement within their academic college.



**Custodians & Facilities Staff**

Custodians are full-time staff who maintain and clean the community facilities, including common areas, hallways, and hall and public bathrooms. Submit a facilities work order via the housing portal.



**Res Life IT Help Desk**

In addition to the campus help desk, students living on campus have a dedicated help desk comprised of student computer technicians who assist with IT related issues and maintenance in each community. Submit an IT work order at [lsu.edu/reslifetech](http://lsu.edu/reslifetech).

## COMMUNITY LIVING, *Continued*

### THINGS TO DO & WAYS TO GET INVOLVED

Getting involved in your community is a great way to meet new friends, learn valuable skills, build your resume, and contribute positively to your living environment. Contact your Residence Coordinator (RC) for details on getting involved with any of these options.

#### Community Council

[rha@lsu.edu](mailto:rha@lsu.edu) • [lsu.edu/RHA](http://lsu.edu/RHA)

Community Councils reflect the interests and concerns of residents by proposing beneficial changes to the community and also planning social and educational programs based on community interests. Each Residential Life community is represented by a Community Council, comprised of representatives from that community, who are elected at the beginning of the fall semester by residents of the community. Any student living in a Residential Life community may apply for a Community Council position.

#### Dance Marathon

[dmatsu.org](http://dmatsu.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, DM@LSU students have raised over \$1,500,000 for the local children's hospital.

Every on-campus community has their own Dance Marathon team that fund raises and attends "The Big Event" together in the spring. Students can join their Residential Life community team as a dancer or as a team captain.

#### Residence Hall Association

[rha@lsu.edu](mailto:rha@lsu.edu) • [lsu.edu/RHA](http://lsu.edu/RHA)

The Residence Hall Association (RHA) represents all students living in Residential Life communities. It is composed of an executive board and a Community Council for each campus community. 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, including the Welcome Week block party, Homecoming's Splatterbeat, and the Crawfish Boil.

All on-campus residents are automatically general members of the RHA and are eligible 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 additional positions within their Community Council.

#### National Residence Hall Honorary (NRHH)

<https://otms.nrhh.org>

The National Residence Hall Honorary (NRHH) is an organization comprised of the top one percent of student leaders involved in living on campus. NRHH recognizes the outstanding achievements of the people working and living on campus including residents, executive staff members, Residential Life staff members, faculty custodians, and anyone else impacting LSU's on-campus community. Please visit the above-listed website to submit nominations.

## PROGRAMMING

The in-hall staffs provide a variety of opportunities for you to get out of your room, meet people, and build a sense of belonging in your residential community and at LSU.

Talk with your RA/GRC/RC about available programming to make the most of the time you spend outside the classroom.

Programming consists of everything from small educational events on your floor or lobby to large-scale social gatherings for everyone living on campus.

Some of our favorite programs:

- LSU Drag Show
- Welcome Week Foam Party
- RHA Block Party
- Taste of Louisiana at WCA
- Football Game Tailgates
- Etiquette Dinner

Stay in the Loop:

 [Hallway Bulletin Board](#)

 [instagram.com/lsureslife](https://www.instagram.com/lsureslife)

 [facebook.com/lsureslife](https://www.facebook.com/lsureslife)

 Search for your community's Instagram account too!





# POLICIES

The rationale for all policies is to ensure that every resident can take advantage of the academic and co-curricular opportunities offered at LSU. Rules – whether they are state or federal laws, city ordinances, university regulations, or departmental policies – are created for the purpose of maintaining the safety and security of each individual in the community.

Residents and guests are responsible for becoming familiar with and adhering to policies outlined within the LSU Code of Student Conduct, Commitment to Community, Living on Campus Handbook, housing agreement, and all Residential Life and LSU policies available at [lsu.edu/housing](https://lsu.edu/housing), [lsu.edu/codeofconduct](https://lsu.edu/codeofconduct), and [lsu.edu/policies](https://lsu.edu/policies). *If there are any questions regarding the department polices, please contact in-community Residential Life staff. We encourage dialogue to demonstrate support and to build community.*

## Alcohol

The possession and/or consumption of alcohol is living within Residential Life communities with certain restrictions. These restrictions are designed to ensure the safety and well-being of all residents. Residents must conduct themselves in accordance with the Living on Campus Handbook and LSU's Code of Student Conduct policies. Disorderly conduct, disruption of the university functions, and excessive and endangering consumption leading to medical assistance or LSU Police Department intervention are grounds for violation and documentation.

Consumption and/or possession of alcoholic beverages are not permitted by anyone in/on balconies, stairways, hallways, courtyards, parking lots, laundry rooms, or any public area within Residential Life communities. Alcohol containers must be unopened or closed when being transported throughout the Residential Life community. Common source alcohol (kegs, funnels etc.) is prohibited.

Residents may possess a maximum of two empty beverage containers (i.e. bottle, can) per resident of the room/apartment. 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.

### Residents and Guests 21 years of age and older:

Residents 21 years of age and older, living with roommates/suitemates who are all 21 years of age or older, may possess and consume alcohol in the following places only: resident's room or in their shared common area of their housing assignment.

Residents 21 years of age or older living within an apartment community can possess and consume alcohol within their assigned apartment only when everyone present is 21 years of age or older. Residents 21 years of age or older may store alcohol within the kitchen area of the apartment and/or their individual bedroom.

Guests 21 years of age and older may only consume alcohol in assigned spaces where all residents of the assigned space are 21 years of age or older.

### Residents and Guests under 21 years of age:

Residents and/or guests under 21 years of age are prohibited from possession, consumption, distribution, being in the presence of, and/or sale of alcoholic beverages.

## 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 **before** being brought to campus.

Review **RLOP 11** at [lsu.edu/housing/files/rlop11.pdf](http://lsu.edu/housing/files/rlop11.pdf).

Contact the Office of Disability Services at 225-578-5919 or [disability@lsu.edu](mailto:disability@lsu.edu).

## Appliances & Electronics

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

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
- Appliance does not override the room/apartment's electrical outlet
- Appliance does not interfere with LSU's eduoam 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 Residential Life communities unless specified below or are provided by the Department of Residential Life:

- Air conditioning units
- Candles, incense, and candle/wax warmers
- Ceiling fans
- Electronic indoor grills with automatic shutoff (Allowed in apartment kitchen areas only; not allowed in res halls at all.)
- Dishwashers
- Electronic skateboards, including self-balancing boards/scooters, which utilize a lithium-ion battery source
- Halogen lamps, light bulbs
- Space heaters
- Toasters, toaster ovens, convection toaster ovens (Allowed in apartment kitchen areas only; not allowed in res halls at all.)
- Waffle irons and hot plates with automatic shutoff (Allowed in apartment kitchen areas only; not allowed in res halls at all.)
- Washers and dryers
- Wireless Internet routers or personal switches
- Wireless printers, televisions or gaming consoles with wireless enabled

**The following items are allowed** in Residential Life communities as long as they are properly cleaned and stored:

- Air fryer
- Beverage and coffee maker with an automatic shut-off
- Microwave under 1,000 watts
- Refrigerator up to 5 cubic feet in size
- Slow cooker with automatic shut-off
- Rice cooker

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.

## Electronics - Smart Devices

LSU's Wi-Fi security network requires a username 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 on the IOT network.

Wireless devices like smart TVs, Roku, Firesticks, etc., should be registered on the LSU IOT network. The LSU IOT wireless network gives you three (3) registrations to connect smart devices that can't connect to eduroam wireless network.

However, if your device can connect to eduroam (computers, phones, game consoles via LAN cable), it should be connected to eduroam, not LSUIOT. LSUIOT is not designed to handle the increased traffic from devices like game consoles or computers, so they are prohibited from connecting to LSUIOT. Game consoles should NOT be connected to LSUIOT.

Learn more at the LSU GROK Knowledge Base:  
<https://networking.grok.lsu.edu/Article.aspx?ArticleId=17035>.

## Wired Internet

Each room has at least one active internet port that can be used with a LAN cable.

Gaming consoles must be connected via LAN line and registered on the Device Registration Portal (DRP) at <https://drp.lsu.edu> to work on campus.

## Wi-Fi

- Open the Wi-Fi link on your device. Click on eduroam, then click Connect.
- Enter your myLSU ID@lsu.edu address and password to connect.
- Each resident gets five (5) registrations on LSU wired/Wi-Fi networks.

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

## Candles & Incense

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

## Cleanliness

Residents are ultimately responsible for maintaining the cleanliness of their room or apartment, including weekly vacuuming, sweeping, and general cleaning. Residents are asked not to use bleach or wax. Custodial staff will clean designated, common-area facilities in Residential Life communities such as lobbies, hallways, stairwells, elevators, study rooms/classrooms, and public bathrooms.

## Residence Hall Bathrooms – Private/Suite-Style vs. Community-Style

Bathrooms within rooms and suites are cleaned once a week by custodial staff members, provided that the bathroom is maintained in an orderly fashion. If custodial staff are unable to enter the bathroom due to clutter, the resident will opt out of the provided cleaning for that week. Residents may opt out of these services with all assigned residents' consent by contacting the in-community Residence Coordinator and/or Custodial Supervisor.

Community-style bathrooms are cleaned daily.

## Apartment Bathrooms

Residents in Nicholson Gateway Apartments, East Campus Apartments, and West Campus Apartments are responsible for cleaning the bathrooms and common areas of their individual apartments. Custodians will not enter apartments for cleaning.

## Cooking

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

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

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

All cooking with grease, such as frying, is not permitted within Residential Life 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:

- No item may be permanently affixed to, cause damage to, or leave adhesive residue on any surface in the living space
- Empty food containers of any kind must be disposed of and are not to be used as decoration
- Live trees and wreaths are not permitted in or near Residential Life communities
- Contact paper, including wall decals, may not be used within Residential Life communities

## Walls

- All items hung on walls must not leave adhesive residue nor marks of any kind, including chipped paint
- No items may be hung from a room's ceiling or life safety equipment including alarms, detectors, sprinkler heads
- Residents are not allowed to mount electronics to walls
- The following table indicates which Residential Life communities are appropriate to use push pins OR command strips to hang items:

PUSH PINS ONLY	COMMAND STRIPS OR EQUIVALENT PRODUCTS
Annie Boyd Hall Azalea Hall Blake Hall Camellia Hall Cedar Hall Cypress Hall East Lavoie Hall Evangeline Hall Highland Hall North Hall South Hall Spruce Hall West Hall West Lavoie Hall	Acadian Hall Beauregard Hall Broussard Hall Herget Hall Jackson Hall LeJeune Hall Louise Garig Hall McVoy Hall Miller Hall Taylor Hall
East Campus Apartments West Campus Apartments Nicholson Gateway Apartments	

## Doors

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

## Windows/Balconies

- It is not permissible for residents 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 for residents 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 is prohibited. Additionally, propping a main entrance or locked door and leaving it unattended is prohibited. See above for door decoration information.

## 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 Residential Life communities. Possession or use of drug related paraphernalia (including but not limited to vaporizers, 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 Residential Life 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. Should there be a question regarding the validity of an email, notify [housing@lsu.edu](mailto:housing@lsu.edu) for help.

## 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. See evacuation locations in the safety section of this handbook.

## 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 or heating source such as lighters, charcoal, lighter fluid, and other flammable items are not allowed within 25-feet away from Residential Life 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 Residential Life community, including common areas such as lobbies, classrooms, study rooms, etc.

### Raising of Beds

Residents wishing to loft 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.

### Bed Risers

Bed risers and lofts not provided by the Department of Residential Life are not allowed.

### Bed Railing

Bed railings are available upon request after move-in; quantities are limited\*. *\*Azalea Hall, Camellia Hall, and Highland Hall beds have one bed rail installed.*

## Garbage & Waste Removal

Residents are responsible for placing their appropriately-bagged garbage in trash barrels or trash rooms available on each floor/stack or in the dumpsters located outside of Residential Life communities. Garbage may not be kept in the hallways, stairwells, or balconies.

**Food & Food Byproduct** - All food items must be properly disposed of in the trash. If kitchen sink is equipped with a garbage disposal, small food particles may be washed and drained. Bulky items, other solid food, and other food byproducts items cannot be placed down any sink drain (i.e. kitchen, bathroom, etc.).

**Personal Hygiene Products** – Personal hygiene products may not be flushed down the toilet. All items must be disposed of via trash bag.

**Registered Animal Waste** – In alignment with RLOP 11, student partners are responsible for properly containing and disposing of the registered animal's indoor and outdoor solid waste (e.g. feces). Please visit the Procedures section on page 16 or [lsu.edu/housing/files/rlop11.pdf](http://lsu.edu/housing/files/rlop11.pdf) for more information.

## 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 Life communities at any time.

## Guests & Guest Visitation

The presence of a guest in a Residential Life community 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 Residential Life community as long as they are escorted by a resident of the Residential Life 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 Visitation Hours in the Apartments

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

**Guest** – Guest is defined as any individual who is not an authorized 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 Life 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 Residential Life community or in violation of Residential Life or LSU policy.

**LSU Affiliated Guest** – LSU students who are guests of a Residential Life community must be escorted to the room or apartment by the resident host. LSU students or guests affiliated with LSU must present LSU-issued identification upon request by a Residential Life or LSU employee.

**Non-LSU Guest** – Guests who are not LSU students must meet their resident host at the Residential Life community's front door, and be escorted in the Residential Life community at all times. The guest can be asked to present identification (state or federal ID) upon request by a Residential Life or LSU employee.

### 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.

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, which must be secured prior to the guest's arrival. Overnight guests must be 16 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.

In residence halls, the overnight guest must be the same gender as the occupants of the room.

Overnight guests in apartments are not limited to the gender assigned to the apartment.

### **Escort Policy**

All guests must adhere to visitation hours and be escorted by their resident host within Residential Life communities. Guests must use gender-appropriate restrooms in the community. Bathrooms located within suite-style rooms are designated to the gender of the suite's occupants. Guests cannot be left alone anywhere within Residential Life communities, including the room 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 agreement and is not permitted.

### **Keys and Locks**

For the safety of all residents and their belongings, residents must lock the doors to their rooms when not present. Residents are NOT permitted to install their own locks in their rooms, apartments, and bathrooms. Residents must always have their keys and LSU ID card on their person. The key (physical or card access) to a resident's room is to be used/possessed only by the resident. Residents are responsible for all keys (physical and card access) 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 (physical and card access) issued by the Department of Residential Life is prohibited.

#### **Lost or Damaged Keys**

Residents must immediately report a lost or damaged key (physical and card access) 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 (physical and card access) 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 Residential Life communities. However, residents are responsible for the cleaning and care of the mattress pad and/or topper, including periodically removing any bedding from the mattress pad, topper, or mattress to allow for these items 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 Residential Life communities. During courtesy hours, residents should be mindful any time an in-community Residential Life staff member or fellow resident requests that the noise level be quieter.

#### **Quiet Hours**

Quiet hours are observed from 10:00 p.m. to 9:00 a.m. daily within all Residential Life 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 Residential Life 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 Residential Life 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 personal transportation equipment which utilize lithium-ion batteries are prohibited from being used, stored and/or charged in any Residential Life community. Only ADA-approved, Power-Driven

Mobility Devices are permitted within Residential Life communities. Contact [disability@lsu.edu](mailto:disability@lsu.edu) with any questions regarding these devices.

**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 a Residential Life community. Personal solicitation for tickets, apartments, books, etc. is prohibited.

### Property Misuse & Damages

**Vandalism** - Vandalizing university property or another resident's property is prohibited. Appropriate damage charges will be assessed to the resident's fee bill.

**Damages** - Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room, apartment and any Residential Life community. 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, such as door-to-door sales, leaving flyers or menus on or under doors, is prohibited within Residential Life communities. More information regarding the advertising policy (RLOP 68) can be found at [lsu.edu/housing/files/rlop68.pdf](http://lsu.edu/housing/files/rlop68.pdf).

### 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 resident's room without permission can result in

administrative documentation 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. Possession of vaporizers/vapes and electronic cigarettes within Residential Life communities is prohibited. 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 Residential Life 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 and the presence of that resident. Entering another resident's room without permission can result in administrative documentation 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 (any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm), 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 communities.

### 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 Residential Life communities. Screens must remain on windows at all times. Additional information listed in the decorations section on page 12.



# PROCEDURES

## **Accountability Process**

LSU Residential Life works collaboratively with Student Advocacy & Accountability (SAA) to address all conduct and accountability concerns. Familiarize yourself with the LSU Code of Student Conduct and SAA processes at [lsu.edu/saa](https://lsu.edu/saa).

## **Assistance or Service Animals**

Residential Life is committed to providing access to housing and programs. Both service and assistance animals must be registered and approved with the Office of Disability Services and Residential Life **before** being brought to campus. Review **RLOP 11** at [lsu.edu/housing/files/rlop11.pdf](https://lsu.edu/housing/files/rlop11.pdf) for how to correctly complete this process for your assistance or service animal. This policy establishes the process and procedures to enable residents with a disability to reasonably introduce their assistance or service animal into Residential Life communities.

## **Agreement Appeals**

The Department of Residential Life academic-year housing agreement is binding for the full academic year. Exceptions may be made for those residents who have a significant and/or documented medical reason through the appeals process where each request is reviewed case by case. Information regarding LSU Residential Life housing agreement appeals can be found in RLOP 42 at [lsu.edu/housing/files/rlop42.pdf](https://lsu.edu/housing/files/rlop42.pdf).

## **Agreement Review**

The Department of Residential Life reserves the right to either relocate a resident to a different housing assignment or remove a resident from living on-campus based on the criteria outlined within the housing agreement and within RLOP 69 ([lsu.edu/housing/files/rlop69.pdf](https://lsu.edu/housing/files/rlop69.pdf)).

## **Damage Appeals**

If you or your roommate/suitemate are fined for damages to your room/suite, you are able to appeal the damage charge(s) within 10 business 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/files/rlop60.pdf](https://lsu.edu/housing/files/rlop60.pdf).

## **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](https://lsu.edu/exemptions).

## **Return to Housing from Medical or Behavioral Treatment or Care**

In the event that a resident is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the resident will be required to provide information to the Department of 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 agreement for housing. During this process, a decision to terminate the housing agreement, relocate to another on-campus location, or allow the resident to remain in their current location is made.

## Room Change Process

A resident may request a room change throughout the semester through their Housing Portal in myLSU. There is a 2-week freeze period at the beginning of each semester until Date of Record (14th day of classes) to view vacancies more accurately for available options. Room changes may occur regularly throughout the semester; however, residents will only be allowed to move during the designated time frames as outlined below and as space allows.

Residents will submit their own requests through the Housing Portal under Forms. On the intake form, residents will submit any room/building preferences, including exact room numbers for a known vacancy or preferred roommate. Residents will acknowledge possible rate increases/decreases based on Residential Life community and room type while completing the form.

If approved for a room change, a resident will receive an email from the Assignment Team with instructions and their newly assigned space. All Residential Life community moves will occur during a weekend, between Friday-Sunday. Residents will schedule a time to check in to their new community between 10 a.m. and 4:30 p.m. on the Friday and are expected to be completely moved out of their 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 the resident's fee bill.

### Residential Colleges

If a resident is assigned and coded as a participant in a specific residential college and then decides to no longer participate, the resident can remain assigned to their current room assignment as a non-participant. However, if a residential college participant requests to move to a different Residential Life community, the student's resident type and program code will be updated to non-participant. Once these codes are updated, the resident may be dropped from the residential college cohort classes. Residents should check with the advisors regarding the status of their residential college classes.

### Housing Rates

LSU housing rates are based on the room being occupied at its normal capacity. During fall and spring semesters, if your room becomes occupied at less than normal capacity, you are not permitted to occupy with personal belongings or deconstruct furniture reserved for the vacant portion of your room. You may be contacted by Residential Life to exercise one of the following choices:

When and where available, residents may opt to privatize a partially occupied space by agreeing to pay additional charges for the private room each semester. This option applies only to those living in 2-resident rooms within first-year buildings. The privatization rate for these spaces is 1.5x the double room rate posted for the space being privatized. This process typically takes place after the second week of classes for each term.

Request assignment to another building/room or pull in a desired roommate into the under occupied 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.

If for any reason you are required or allowed to move to a different residence hall room or apartment, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term).

For more information regarding the LSU Housing agreement visit [lsu.edu/housing](https://lsu.edu/housing).

## Room/Apartment Entry by Staff

Authorized personnel may enter a resident's room or apartment under the following circumstances. Residential Life staff members will lock any unsecured doors found during the room/apartment entry process.

- 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 an 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
- 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 inspections 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
- To complete maintenance requests or repairs
- To conduct end of the semester room inspections

## 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 [lsu.edu/registrar](http://lsu.edu/registrar).



# SAFETY

**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

**Lighthouse**  
*Sexual Assault Support & Services*  
225-578-6271

### 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](http://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.

### 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](http://lsu.edu/eoc).

#### LSU SHIELD APP

The LSU Shield mobile app is a free tool designed to improve the safety and security of the LSU Community and is available to everyone—students, faculty, staff and visitors.

#### 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](http://lsu.edu) for information.

### Emergency Preparation

Save the numbers in the purple box above on 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.

### 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.

## **Personal Safety**

### **What can you do to protect yourself?**

- Avoid walking alone at night unless 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 Residential Life community. Tiger Patrol, the LSU Police Department's unarmed security force, also provides students with courtesy escorts after campus transit closes each night.

## **Community Safety**

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

- If you see suspicious persons in or around your Residential Life community or feel threatened at any time, contact the LSU Police Department immediately and report it to the front desk of your Residential Life community.
- 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.

## **Severe Weather Procedures**

In case of severe thunderstorms or tornados, you should immediately move to the interior of your Residential Life community, 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 Residential Life 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 Hall	Gateway North parking lot	Marsh Hall
Nicholson Gateway: Canal Hall	Green space between Gulf and Oxbow	Riverbend Hall
Nicholson Gateway: Delta Hall	Gateway North parking lot	Oxbow Hall
Nicholson Gateway: Gulf Hall	Green space between Gulf and Oxbow	Delta Hall
Nicholson Gateway: Marsh Hall	Gateway North parking lot	Bayou Hall
Nicholson Gateway: Oxbow Hall	Green space between Gulf and Oxbow	Delta Hall
Nicholson Gateway: Riverbend Hall	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 between 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 Cedar Hall and 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
Louise Garig Hall	Green space between Louise Garig Hall and Highland Road.	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 - East	Residential College Complex Courtyard	Broussard Hall
Residential College - North	Residential College Complex Courtyard	Broussard Hall
Residential College - South	Residential College Complex Courtyard	Broussard Hall
Residential College - West	Residential College Complex Courtyard	Broussard Hall
Spruce Hall	Green space between Cypress Hall & The 5	Cypress Hall
West Laville	ECA Parking Lot	Acadian Hall



Please note that not all services may be available in the community. For more information, please contact the in-community staff members.

### **Cable Television Services**

**225-615-2005**

Standard digital cable service, provided by Cox Communications, is included in the unit 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. The resident must provide a converter if their television is not digitally compatible.

### **Computers & Internet**

**Residential Life IT Help Desk**

**225-578-0560 • [lsu.edu/reslifetech](https://www.lsu.edu/reslifetech)**

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 myLSU 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 Residential Life communities. This allows priority to be given to residents 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 Residential Life communities have high-speed wireless Internet connectivity. High-speed data connections, both wired and wireless are included in the unit rate.

### **Dining Services • LSU Dining**

**[lsudining.com](https://www.lsu.edu/lsudining) • 225-578-4300**

All first-year students living in Residential Life communities 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.

### **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 (68) can be found by visiting [lsu.edu/housing/files/rlop68.pdf](https://www.lsu.edu/housing/files/rlop68.pdf).

### **Facility Reservation**

Residents may reserve space within or near a residential community. Requests are made at [lsu-reslife.libcal.com/](https://www.lsu.edu/reslife/libcal.com/) and must follow the process outlined in RLOP 67, found by visiting <https://www.lsu.edu/housing/files/rlop67.pdf>. Use of Residential Life facilities is limited to residents and the Department of Residential Life.

### **Service Desk**

Each Residential Life community has a desk but it 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.

Front desks are staffed from 7:00 a.m. – 1:00 a.m. Phone numbers will be posted at the front desk should you need assistance outside of those hours. In case of emergencies, you can also contact LSU Police at 225-578-3231.

### **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 members. This card can be purchased at move in, or you can contact your in-community staff members to purchase one at another time.

## Heating & Cooling

Most Residential Life communities' 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 Residential Life communities.

## 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, Residential Life recommends that you purchase renter's insurance. Visit with your current insurance agent about options, as well as review resident-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.

If you need to request a laundry refund, visit [lsu.edu/housinghelp](http://lsu.edu/housinghelp).

## Mail Delivery

[uas.lsu.edu](http://uas.lsu.edu)

All campus residents are assigned an LSU Box at the mail center in the LSU Student Union, and the fee is incorporated into the residence hall rent charge on the fee bill (with the exception of Edward Gay Apartments).

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 Life 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 resident'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

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 members provide 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 apartment communities, including lobbies, hall and suite bathrooms, corridors, study rooms, kitchens, and laundry rooms.

Apartment residents are responsible for cleaning their own apartment, room, and bathroom.

If you have maintenance needs or damages, report them online through your housing portal. If the problem is not resolved, the in-community Residential Life professional staff members 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 Residential Life communities are treated quarterly. Additionally, there are perimeter treatments designed to eliminate unwanted pests from our Residential Life communities.

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.

## **Vending / Ice**

For your convenience, there are vending machines in all Residential Life communities and ice machines located in most residence halls. Please contact in-community staff members for location. Ice machines are not provided in the apartment communities.

If you need to report an issue with a vending machine or request a refund, please visit [lsu.edu/housinghelp](http://lsu.edu/housinghelp).

# CONTACT INFORMATION

Department of Residential Life	Phone	Email	Website
Residential Life Central Office	225-578-8663	housing@lsu.edu	lsu.edu/housing
Residence Hall Association (Student Organization)	225-578-8420	rha@lsu.edu	lsu.edu/rha

Res Halls and Apartments	Front Desk Location	Service Desk Phone Number	Email
Acadian Hall	Blake Hall	225-334-2277	rlbam@lsu.edu
Annie Boyd Hall	Evangeline Hall	225-578-0138	rlhorseshoe@lsu.edu
Azalea Hall	Azalea Hall	225-578-7768	rlazalea@lsu.edu
Beauregard Hall	Pentagon Activity Center	225-578-0041	rlpentagon@lsu.edu
Blake Hall	Blake Hall	225-578-3336	rlbam@lsu.edu
Broussard Hall	Broussard Hall	225-578-8639	rlrcnorth@lsu.edu
Camellia Hall	Camellia Hall	225-578-8781	rlcamellia@lsu.edu
Cedar Hall	Cedar Hall	225-578-0423	rlceddesk@lsu.edu
Cypress Hall	Cypress Hall	225-578-3435	rlcypress@lsu.edu
East Campus Apartments	ECA Activity Center	225-334-4248	rlECA@lsu.edu
East Laville Hall	Laville Main Lobby	225-578-8171	rlhonors@lsu.edu
Edward Gay Apartments	Edward Gay Apartments Office	225-334-5194	rlEdgay@lsu.edu
Evangeline Hall	Evangeline Hall	225-578-0138	rlhorseshoe@lsu.edu
Herget Hall	Herget Hall	225-334-5510	rlherget@lsu.edu
Highland Hall	Evangeline Hall	225-578-0138	rlhorseshoe@lsu.edu
Jackson Hall	Pentagon Activity Center	225-578-0041	rlpentagon@lsu.edu
LeJeune Hall	Pentagon Activity Center	225-578-0041	rlpentagon@lsu.edu
Louise Garig Hall	Evangeline Hall	225-578-0138	rlhorseshoe@lsu.edu
McVoy Hall	Blake Hall	225-578-3336	rlbam@lsu.edu
Miller Hall	Miller Hall	225-334-1134	rlmiller@lsu.edu
Nicholson Gateway - Bayou Hall	Bayou Hall	225-578-0087	rlnicholson@lsu.edu
Nicholson Gateway - Canal Hall	Canal Hall	225-578-8982	rlnicholson@lsu.edu
Nicholson Gateway - Delta Hall	Gulf Hall	225-578-0085	rlnicholson@lsu.edu
Nicholson Gateway - Gulf Hall	Gulf Hall	225-578-0085	rlnicholson@lsu.edu
Nicholson Gateway - Oxbow Hall	Gulf Hall	225-578-0085	rlnicholson@lsu.edu
Nicholson Gateway - Marsh Hall	Bayou Hall	225-578-0087	rlnicholson@lsu.edu
Nicholson Gateway - Riverbend Hall	Riverbend Hall	225-578-0076	rlnicholson@lsu.edu
North Hall	Broussard Hall	225-578-8639	rlrcnorth@lsu.edu
South Hall	East Hall	225-334-1084	rlrcsouth@lsu.edu
Spruce Hall	Spruce Hall	225-578-0002	rlspruce@lsu.edu
Taylor Hall	Pentagon Activity Center	225-578-0041	rlpentagon@lsu.edu
West Campus Apartments	WCA Activity Center	225-334-3600	rlwca@lsu.edu
West Hall	East Hall	225-334-1084	rlrcsouth@lsu.edu
West Laville Hall	Laville Main Lobby	225-578-8171	rlhonors@lsu.edu



**Louisiana State University**  
Department of Residential Life  
2023-2024 Housing Agreement

1. **ACCEPTANCE OF AGREEMENT:** Provide your signature, age, and date in the designated blanks at the end of this agreement. If you are less than 18 years of age, your parent or guardian must also sign and date this form. By electronically signing this agreement through the myLSU Housing Portal, you are agreeing to the terms and conditions set forth below. Any deviation from any term or condition of this agreement must be in writing and signed by someone with appropriate authority.
2. **DEFINITION OF TERMS:**
  - a. This agreement governs all residence halls, East/West Campus Apartments, and Nicholson Gateway Apartments.
  - b. The term “LSU housing” applies to all housing on campus operated by Residential Life.
  - c. The term “Academic Year” is based on the LSU regular academic calendar published in the LSU General Catalog.
  - d. The term “student” or “resident” refers to the individual occupying the space on campus.
  - e. The term “full-time student” refers to an individual taking 12 credit hours or more for either fall or spring or 6 credit hours or more for summer through a sponsored LSU academic program.
  - f. The term “part-time student” refers to an individual taking less than 12 credit hours for either fall or spring or less than 6 credit hours for summer through a sponsored LSU academic program.
  - g. The term “open community” refers to a building that is designated to remain open during routine closures.
3. **ELIGIBILITY:** With limited exceptions, you must be a full-time LSU student in an LSU-approved program to enter into this agreement and begin living in LSU housing. Dropping to part-time status after a semester starts, however, shall not terminate this agreement. If space is available, Residential Life at its sole discretion may permit a part-time LSU student to live in LSU housing. It is your sole obligation to promptly notify Residential Life of any change in enrollment or status with the university.
4. **AGREEMENT PERIOD:**
  - a. **Duration of Agreement:**
    - i. **Residence Hall Buildings:** Students living in the residence halls have a 9-month agreement. Residence halls will close for the break between fall and spring semesters when classes are not in session. Requests for break housing must be submitted at least one week prior to hall closures. LSU does not guarantee temporary or interim housing during breaks between semesters for students in residence halls that are closed during these periods. Residence halls will close the last day of finals for the fall and spring semesters.
    - ii. **East Campus Apartments:** Students living in East Campus Apartments have a 9-month agreement and may remain in their assigned space between fall and spring semesters while classes are not in session. East Campus Apartments will close the last day of spring finals. Graduating students in East Campus Apartments requiring extended housing until Spring Commencement will be required to relocate to an open community. Residents of East Campus Apartments seeking summer school housing will be required to relocate to an open community.
    - iii. **West Campus Apartments:** Students living in West Campus Apartments have a 9-month agreement and may remain in their assigned space between fall and spring semesters while classes are not in session. West Campus Apartments will close the last day of spring finals. Graduating students in West Campus Apartments may request to remain through Spring Commencement but must vacate no later than the day of commencement. Residents of West Campus Apartments seeking summer school housing will be required to relocate to an open community.
    - iv. **Nicholson Gateway Apartments:** Students living in Nicholson Gateway have an option for either a 9-month agreement or a 12-month agreement. Students who complete a 9-month agreement must vacate their space the last day of spring finals. Graduating students in Nicholson Gateway Apartments may request to remain through Spring Commencement but must vacate no later than the day of commencement. A 12-month agreement is available at the time of agreement, or a student may opt-in at a later date. It would allow students to live on campus through the summer. Registration for summer classes is not required to occupy Nicholson Gateway during summer months; however, students 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. Graduating students with a 12-month agreement must vacate no later than the last day of finals. Students living in other communities who are wishing to live in Nicholson Gateway Apartments for only summer months may be assigned to an available space; however, students must be registered for summer school classes. Students with summer only agreements must vacate by the last day of summer finals.
  - b. **Occupancy Dates:**
    - i. Residence Halls: Buildings typically open in August the week before classes start and close on the last day of finals for the fall and spring semesters.
    - ii. Apartments: Apartment communities typically open the weekend before classes start and close on the last day of spring finals.
    - iii. Exception: Special condition apartments in apartment communities that have a different move-in or move-out date than the remainder of the apartment community. Students in special condition spaces will be notified of restrictions at the time room assignment is made.

- iv. Summer Occupancy: Nicholson Gateway Apartments will open the weekend before the enrolled summer session begins and will close on the last day of the student's summer enrollment. Students in other communities seeking summer housing will be relocated to an open community.
- v. Any student not enrolled in spring classes must vacate by the last day of finals for the fall semester.
- vi. A graduating student must vacate West Campus Apartments or Nicholson Gateway no later than the day after commencement. A graduating student in any other building must vacate by the last day of finals.
- c. If your approved 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 LSU housing may be closed during some periods in which your academic program operates. If your approved academic program requires for you to arrive on campus early, you may be subject to an early arrival fee. The student's sponsoring program must contact LSU Residential Life make arrangements on behalf of the student.
- d. Moving out of LSU housing before the end of spring semester without a qualifying reason is a violation of this agreement, and you will be assessed charges and penalties as outlined below.

## 5. ASSIGNMENTS:

- a. **Assignment and Transfer Prohibited:** This agreement is not a lease. It is an agreement for assignment of space within LSU housing. Assignment, trading or transferring of your assigned space is prohibited. No provision of this agreement 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 space within LSU housing, 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 agreeing student, the remaining prorated portion of your charges will be credited toward the cost of the apartment. If for any reason you are required or allowed to move to an Edward Gay apartment, but not as the agreeing student, the student is considered to be terminating their agreement prematurely. Cancellation charges related to the processing fee, nonrefundable pre-payment and charges shall be as outlined in sections 6, 7 and 8 below.
- c. **Partial Occupancy:** LSU housing rates are based on the 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. **Privatization:** When and where available, students may opt to privatize a partially occupied space by agreeing to pay additional charges for the private room each semester. This option applies only to those living in 2-student rooms within first-year buildings. The privatization rate for these spaces is 1.5x the double room rate posted for the space being privatized. This process typically takes place after the second week of classes for each term.
  - ii. **Consolidation:** Request assignment to another building/room or pull in a desired roommate into the under occupied space.
  - iii. **Abstention:** 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 LSU housing 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 agreement for an upcoming year. If you choose to renew, you will be bound by and subject to all the terms and conditions of this agreement 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 pre-payment toward housing charges is required for renewals.
- f. **Housing Cancellation/Withdrawal:** You must submit any housing cancellation at [www.lsu.edu/cancelhousing](http://www.lsu.edu/cancelhousing). Charges for cancellation/withdrawal and any refund shall be determined as outlined in sections 6 and 7 below. Cancellations submitted to other university departments may not be honored.
- g. **Room assignments and inspections:** LSU reserves all rights in connection with assignment of rooms. LSU shall have the right to enter and inspect rooms to perform university functions and respond to emergency situations.
- h. **Summer Transitions:** Students requesting summer housing may be required to relocate to alternative spaces as deemed necessary by Residential Life. This includes but is not limited to intersession or interim housing assignments that may differ from a summer assignment.

## 6. CHARGES:

- a. LSU housing rates will be established and published by Residential Life on its website.
- 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 may be obtained by contacting Cox Communications.
- d. All students living on campus are assigned an LSU Box at the mail center at the LSU Student Union. A charge of \$37 will be assessed on the student fee bill by LSU Auxiliary Services each semester that the student lives on campus.

- e. **First-year Students:** If you do not have an assigned 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 charges will be adjusted to account for the assigned space.
  - f. **Upper-class Students:** If you do not select a space on campus by July 1, you will be responsible for 100% of charges for the lowest four-person/two-bath apartment on campus.
  - g. LSU Housing rates are subject to change at the beginning of any academic term.
7. **AGREEMENT PROCESSING FEE/NONREFUNDABLE PRE-PAYMENT:**
- a. New agreements: A \$75.00 non-refundable processing fee shall be paid to the university when a new agreement is submitted.
  - b. Renewed agreements: A nonrefundable pre-prepayment of \$250 towards housing charges shall be paid to the university when an agreement is renewed. Cancellation at any time after renewal forfeits the entire nonrefundable pre-payment. The nonrefundable pre-payment will be applied to the amounts due as accrued.
8. **REFUNDS/PENALTIES/WITHDRAWALS/CANCELLATIONS:** Full cancellation penalty details can also be found at <https://www.lsu.edu/cancelhousing>. In order to be eligible for refunds, student must cancel properly with Residential Life. If you cancel your housing assignment or withdraw your housing agreement, your rate will be charged or refunded as follows:
- a. **Cancellations received between June 1 and June 30:** A \$250.00 cancellation penalty will be applied.
  - b. **Cancellations received between July 1 but before fall classes begin:** A \$500.00 cancellation penalty will be applied.
  - c. **Cancellations received on or after the first day of classes of the fall semester, but before the end of the spring semester from students who remain enrolled at LSU:**
    - i. If you withdraw from LSU prior to or on the final day to receive any refund of university fees as published in the Schedule Booklet by the Office of the University Registrar for a given term, you will only be responsible for the cost of your assigned room for the associated term through the night that you properly check-out of your space.
    - ii. If you withdraw from LSU after the final day to receive any refund of university fees as published in the Schedule Booklet by the Office of the University Registrar for a given term, you will be responsible for the full cost of your assigned room for the associated term.
  - d. **Cancellations received on or after the first day of class of the fall semester but before the end of the spring semester for students who withdraw from LSU:**
    - i. If you move out without resigning from LSU, you are responsible for the full cost of your assigned room for the fall and spring semesters. If you graduate in the fall semester, are academically ineligible to return for the spring semester, or withdraw from LSU prior to the first day of class of the spring semester, your spring charge will be reversed as per section 8.f. You must properly cancel your housing agreement before the first day of classes for the spring semester and in accordance with section 5.f.
    - ii. If you did not live in LSU housing for the fall semester and properly cancel your housing agreement before classes begin for the spring, your charge will be reversed as per section 8.f.
    - iii. If you withdraw from LSU during the fall semester, you still will be billed the spring charge for your assigned room. If you remain unenrolled for the spring semester, that charge will be reversed as per section 8.f.
  - e. **Failure to cancel or claim room by 11:59pm on the first class day of the fall, spring, or summer term:** Students not enrolled at LSU: A \$1,000.00 penalty will be applied for the associated term. If you fail to cancel or claim your room for the fall semester, you will also be billed the spring charge for your assigned room as per section 8.f.
  - f. **Spring charges:** This agreement covers the fall and spring semesters for all students. If you cancel your agreement in the fall semester, you remain responsible for charges for the spring semester for your assigned room. However, if you do not register for spring classes at LSU, your spring charge will be reversed after the 14th class day of the spring semester.
  - g. **Summer charges:** For enrolled and unenrolled students who elect to live in Nicholson Gateway Apartments for the summer months, if you cancel your summer housing assignment on or after the first day of classes of the summer term, you will be responsible for the full cost of your assigned room for the summer term.
  - h. If you are required to move out of LSU housing as a result of disciplinary action, your charges will be calculated as in 8.c., 8.d., and 8.g.
  - i. If you defer your enrollment to a subsequent term with the LSU Office of Admissions, you must forward confirmation of your deferment to Residential Life. Penalties will not be waived until you move into your assigned space for the subsequent term.
  - j. If you are a first-year student and receive an exemption to the university requirement to live off-campus for your first year, you must properly cancel your housing agreement by the dates listed in sections 8.a., 8.b., and 8.c. to avoid the associated cancellation penalties. Cancellations after posted dates do not remove penalties from a student granted with an exemption. Full details regarding obtaining an exemption to the First-Year Housing Expectation can be found at [lsu.edu/housing](https://lsu.edu/housing).
9. **CONDUCT:**
- a. You shall abide by the terms and conditions of the *Code of Student Conduct*, *Living on Campus Handbook*, and all rules and policies of Residential Life and LSU.

- b. **Termination of Agreement:** LSU, at its sole option, may terminate this agreement for violation of the terms and conditions or for any violation of LSU policies, regulations, *Living on Campus Handbook*, the law, or the *Code of Student Conduct*. Failure to enforce strictly or promptly any of the terms and conditions of this agreement by LSU shall not operate as a waiver of any of LSU's rights as provided herein. You must advise 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 agreement 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 agreement 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. **Unauthorized Room Changes:** Students found to have performed a room change that has not been approved or processed by Residential Life may be subject to a \$300.00 fee and submitted for the Student Accountability process.
  - e. **Care of Space:** You are responsible for your assigned space. Cleanliness issues with your space may result in charges for cleaning, pest/insect eradication, and other damages. LSU, at its sole discretion, may terminate this agreement without prior notice should you not abide by the health and safety guidelines outlined in the *LSU Living on Campus Handbook*.
  - f. **Tobacco Free:** The use of tobacco and tobacco products is prohibited on campus. All LSU housing facilities are tobacco free. Use of any tobacco product or electronic cigarette is not permitted inside any LSU housing rooms, lobbies, hallways, bathrooms, or any other area inside or around any building.
  - g. **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 housing under any circumstances. Any violation of this provision may result in immediate termination of this agreement, refund. A full list of prohibited items is provided in the *LSU Living on Campus Handbook*.
  - h. **Alcoholic beverages:** Possession and consumption of alcoholic beverages in LSU housing 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 assigned 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. **FACILITY/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.
- a. In the event of an equipment malfunction or maintenance issue, you are required to immediately notify Residential Life professional staff via a work order either reported directly to the front desk of your assigned building or via the self-service work order system, Maximo, online. Text, GroupMe, and social media posts do not meet these requirements.
  - b. *Refunds of housing charges 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 agreement and refund the remaining part of the semester housing charges. 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 space, you will be charged or refunded any difference in rates. Failure of facilities systems does not constitute automatic termination of agreement.
12. **MOLD/MILDEW CLAUSE:** You acknowledge and understand that (a) the assigned space is located in a climate with temperature, humidity, and other naturally occurring conditions that normally allow the growth of mold and mildew in locations where dampness or moisture are present; and (b) upon moving into the assigned space, you will have control over and knowledge concerning conditions in the interior of the assigned space. Therefore, you agree to:
- a. Set thermostats to provide appropriate climate control. If directions are provided, please follow instructions.
  - b. Maintain the assigned space in a clean condition by mopping, vacuuming, or wiping hard surfaces with a household cleaner.
  - c. Remove visible moisture or condensation on floors, walls, windows, ceilings, and other surfaces promptly.
  - d. Take other measures as may be necessary to prevent mold or mildew from accumulating in the assigned space (including without limitation to reporting immediately to the university any evidence of water leaks or mold or mildew-like growth).
  - e. Follow the additional guidelines that can be found on our website at [www.lsu.edu/housing](http://www.lsu.edu/housing).
13. **VACATING PREMISES:** Upon expiration or termination of this agreement for any reason, including removal for misconduct or loss of eligibility, you agree to vacate the premises, as instructed and before the deadline prescribed in the notice provided. You agree to remove all personal items and garbage/debris, 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. Any individual who fails to vacate the premises is subject to a daily charge of \$100.00 in addition to daily charges. Additional charges may apply as follows:
- a. If you fail to follow the proper procedure to check-out of your room, you will be assessed an improper check-out 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.

- b. Upon checkout, or upon termination of this agreement, all items (including personal property, garbage, and debris) must be removed from your assigned space and LSU property. Any items remaining will be disposed of by Residential Life and will subject you to a fee of \$300.00 for removal and disposal. The university is not responsible for any personal property remaining in your assigned space or on LSU property after checkout or termination of this agreement.
- c. Requests for extensions must be submitted no later than 72 hours prior to the end of the current term. Extensions are not guaranteed.

- 14. INDEMNIFICATION AND LIABILITY FOR DAMAGES:** You agree that the university does not promise, warrant, or guarantee your safety and security, or that of your guests, or your personal property against criminal actions of other residents or third parties. Furthermore, the university shall not be liable for any damage or injury to you, your guests, or your personal property or to any person entering your assigned space or the building in which you reside, for injury to person or property or property arising from theft, vandalism, or casualty occurring in the assigned space or the building in which you reside. You agree to indemnify and hold harmless the university and its respective agents and employees from and against all claims, actions, judgements, damages, liabilities, costs, demands, losses and expenses (including, but not limited to, injury resulting from engagement, involvement, or participation by you or any of your guests in any event sponsored by university), unless such injury is caused by the negligence or intentional conduct of the university or its agents or employees. You hereby release and forever discharge and hold harmless the university and its agents and employees from any and all demands, causes of action and/or judgments of whatsoever nature of character, past or future, known or unknown, whether in agreement or in tort, whether for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, arising out of, in any way, this agreement and the use of LSU housing. It is recommended that you obtain and maintain adequate renter's insurance at your own expense.
- 15. FORCE MAJEURE:** The university's duties and obligations under this agreement 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, government shutdown, order or action, government-mandated evacuation, 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 agreement 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 amounts paid.
- 16. 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 has the right to provide photographs or videotaped images taken via university surveillance equipment to the University Police Department, Human Resources, and for Student Accountability process. Residential Life and the Office of Communications and University Relations is hereby granted an indefinite, royalty-free license and all rights, title, and interest a subject may have in any finished photographs, print pieces, electronic versions, videotapes and/or sound recordings generated in the public areas of the LSU campus and LSU housing for the purpose and promotion of Louisiana State University by the LSU Office of Communications and University Relations and/or Residential Life.

**STUDENT NAME (PRINT):** \_\_\_\_\_

I agree to abide by the agreement terms listed above.

\_\_\_\_\_ **STUDENT SIGNATURE**

\_\_\_\_\_ **AGE**

**DATE**

**STUDENT ID NUMBER:** \_\_\_\_\_

**PARENT/GUARDIAN NAME (PRINT):** \_\_\_\_\_

(If applicant is under 18 years of age)

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

\_\_\_\_\_  
**DATE**

**(If applicant is under 18 years of age)**

**ACCEPTANCE BY LSU.**

This agreement has been received and accepted by LSU, Department of Residential Life.

99 Grace King Hall, Baton Rouge, LA 70803

• [housing@lsu.edu](mailto:housing@lsu.edu) | [lsu.edu/housing](http://lsu.edu/housing)

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

