

# Chapter 5 - Student Affairs

## Student Affairs Overview

The Division of Student Affairs is organized for the purpose of assisting students in determining self-direction and personal goals and to encourage development of skills for the satisfactory attainment of those goals. For this purpose the services of the division are many and varied with emphasis on the individual student.

Thus, any prospective Louisiana Tech student should become familiar with the following services of the Division of Student Affairs:

- housing/residential life
- international student office
- student health center
- counseling services
- career center
- university police
- food services
- bookstore
- student activities and student organizations
- recreation/intramurals
- judicial affairs
- disability services
- multicultural affairs

*NOTICE: The regulations contained in this Catalog are based upon present and foreseen conditions, and the University reserves the right to modify any statement in accordance with unforeseen conditions.*

## Off-Campus Housing Application Requirements

The University of Louisiana System has adopted resolutions that affect the housing policy at Louisiana Tech University and all other colleges and universities under its jurisdiction. In compliance with the University of Louisiana System, Louisiana Tech has the following on-campus residency requirement:

*All unmarried full-time undergraduate students, regardless of age or whether or not emancipated, except those living with parents, are required to live in on-campus residence halls as long as space is available, and purchase a meal plan.*

The resolutions further define the on-campus residency requirement to include a framework within which the colleges and universities may grant exemptions to the general regulation according to the unique academic character, academic traditions, objectives, and special qualities of each institution, keeping in mind the total objectives of higher education in Louisiana. The philosophy of higher education in Louisiana includes, in addition to the basic and primary educational pursuits, additional enrichment afforded by student life facilities and programs, all of which form an integral part of the total educational experience of the student.

In order to be consistent in granting exemptions from the on-campus residency requirement, *all unmarried full-time undergraduate students, regardless of age or whether or not emancipated, except those living with parents, are required to make application if they wish to be considered for an exemption.*

Applications for exemption to the on-campus residence requirement must be made in writing to the Student Life Office no later than 14 days prior to the beginning of the quarter. The student is notified by the Student Life Office of the decision rendered by the committee. Forms are available in the Student

Life Office, Keeny Hall Rm. 305 or they can be downloaded from [www.latech.edu/students/](http://www.latech.edu/students/).

Any student who has applied for and been denied an exemption to the on-campus residence requirement shall have the right to appeal such decision to proper officials in accordance with the provisions and administrative procedures for appeal authorized and established pursuant to the authority of Act 59 of 1969 (L.R.S. 17:3101) and the rules of procedure of the State Board supplemental thereto. Such appeals will be made to the Student Life Office and shall apply only to students who have submitted applications before the listed deadline.

Single, full-time undergraduate students who are living with their parents should contact the Student Life Office for information about the commuting process. Completed, notarized forms must be submitted to the Student Life Office prior to 14 days before the beginning of the quarter.

If the residence halls are full, exemptions to the requirement of on-campus residence hall living may be made according to the following priority:

1. First, undergraduate students who wish to live with a close relative, defined as grandparents, married brother, or married sister.
2. Second, undergraduate students who wish to live in social fraternity houses.
3. Third, seniors.
4. Fourth, juniors.
5. Fifth, sophomores.
6. Sixth, freshmen.

Within each of the foregoing classifications, the following additional rules of priority shall be applied:

- First, students who have resided in off-campus housing the longest period of time.
- Second, date application was received.

In addition, an exemption may be applied for in a hardship case or by an older student.

## Definitions of Housing Terminology

The following words and phrases, in the absence of clearer indications, have the following interpretations:

- "Living with parent" means any place of abode owned, rented, or leased and *occupied* by the parent.
- "Living with close relatives" means any place of abode owned, rented or leased and *occupied* by the grandparent, married brother, or married sister.
- "Living in social fraternity houses" means living in any house owned, rented, or leased by a University-recognized social fraternity.
- "Senior" means an undergraduate student who has earned a minimum of 90 semester hours.
- "Junior" means an undergraduate student who has earned a minimum of 60 semester hours.
- "Sophomore" means an undergraduate student who has earned a minimum of 30 semester hours.
- "Freshman" means an undergraduate student who has not yet earned 30 semester hours.
- "Student who has resided in off-campus housing for the longest period of time" means a student who has lived off-campus for the most quarters, other than with a parent.
- "Date application was received" means recording the date the applications for exemption are received in the Student Life Office.
- "Hardship case" means a person who will suffer significant hardship because of valid financial, medical, or other sound

reasons. (Special diets are available in on-campus dining facilities.)

- *"Older student"* means a person where a determination of fact that such individual is, by virtue of age and experience, incompatible with the residence hall age group.

Students found violating the policy as stated in the above paragraphs are required to move into the residence hall system and pay full room rent and associated fees for the quarter in which the violation occurred. A student is referred to the Behavioral Standards Committee if he/she refuses to move into the residence hall and pay the rent.

## Residence Hall Reservations

Room reservation contracts may be secured at the office of the Director of Housing. Applications for residence hall reservations are accepted beginning October 1 of each year for the following summer, fall, winter, and spring quarters. Reservation contracts are not confirmed until the following have been submitted to the University's Housing Office:

- completed residence hall reservation contract and,
- a \$25 non-refundable application fee and \$100 prepayment (check or money order only).

The \$25 non-refundable application fee increases to \$50 after the deadline date. All residence hall students are required to pay for room and meals. Fall assignments are mailed the beginning of July, and winter, spring, and summer assignments are mailed one week before the quarter begins.

The Housing Office is located in Harris Hall. For additional information call (318) 257-4917, or log on to [www.latech.edu/tech/housing/](http://www.latech.edu/tech/housing/).

## Residence Hall Accommodations

Specific room assignments for new Louisiana Tech students are made according to the date the completed residence hall room contracts for the student and his/her roommate requests, if any, are received. Roommate requests must be mutual and submitted before the deadline. Returning students presently living in the residence halls are re-assigned to their same rooms fall quarter through spring quarter unless a room change is requested. A limited number of halls are open each summer quarter. All buildings close at the end of each quarter.

## Signing the Room Reservation Card

At an announced time during each spring quarter, all current residents sign a room reservation card in the Housing Office and make a \$100 prepayment to choose a room for the summer and/or fall quarters or to cancel their fall and/or summer reservation. Those wishing to remain in their same rooms are given first preference. The remaining spaces are given out based on classification. Failure to sign a reservation card within the announced timeframe may result in the loss of the resident's current room.

## Terms Under Which Residence Hall Rooms are Contracted

The University reserves all rights in connection with room assignments or termination of their occupancy. Occupants of residence hall rooms are held liable for damage to the University property within the room, building, and all other University property they use or to which they have access. Louisiana Tech is not responsible for loss of property in the residence halls due to theft, floods, interruptions of utilities, or other causes. The University does not refund rent for loss of or interruptions in utilities. A personal property insurance policy is recommended.

The \$100 prepayment is refunded upon request no later than July 15 for fall quarter; October 15 for winter quarter; January 15 for spring quarter; and April 15 for summer quarter. Failure to cancel a reservation before the preceding date or failure to claim the room by 5 p.m. the day before late registration begins will cause forfeiture of the prepayment.

The current student who does not return to the residence hall the following quarter must advise the Housing Office of his/her plans and check out of the residence hall by the close of the current quarter. Academically suspended students must check out of the residence halls by Friday of the first week of the quarter.

The student who leaves the residence halls under authorization of the University and in compliance with University rules and regulations, and remains in school will forfeit the unexpended portion of room payment (rent) for the quarter.

"Official check-out" and "conclusion of the use of the room" are defined as having moved all personal belongings out of the room and processed a check-out slip through the Housing Office and a move-out form through the Comptroller's Office.

A student is considered living in the residence hall room until he/she has officially checked out of the residence hall system, concluded the use of the room, and completed the processing of the move-out form with the Comptroller's Office.

A student continues payment for room rent and meals until all official check-out procedures are completed. The student may continue to use the food service, if so desired. To do so, the student must notify the cashier in the Comptroller's Office of this decision when processing the move-out form. If the student does not wish to continue using the food service, the unexpended portion of payment for the pay period involved is forfeited.

The student who resigns from the University receives a 75% refund of room rent prior to the 9<sup>th</sup> class day and no refund of room rent thereafter. No refunds are given to students who are dismissed from the University or the residence halls for academic or disciplinary reasons.

All penalties and charges incurred during a quarter must be paid at the cashier's window in the Comptroller's Office before the end of the quarter that the charge(s) was incurred, or charges will be held against the student's record and the student cannot register.

## Married Student/Family Housing

The University owns 42 apartments located on Tech Farm Road approximately one mile from the main campus off West California Street.

Applications are available:

Housing Office  
Louisiana Tech University  
Ruston, LA 71272

A \$25 application fee, which is not refundable, must accompany the application. Assignments are made on a first-come, first-served basis. One member of the couple must be enrolled in class to reside there.

Rent is due on the first of each month and is paid at the cashier's window in Keeny Hall. Students are expected to accept responsibility of making payments promptly; the University does not send a statement of payment due. Rent becomes delinquent on the 15<sup>th</sup> of each month, and a \$25 late charge will be assessed. Failure to pay on time subjects the student to these penalties: dismissal from the apartment, the University, or both.

These apartments are unfurnished, except for a heater. Only electrical appliances are allowed. Before a key is issued, verification must be shown from the City of Ruston that utilities have been placed in the student's name. Only students and their children, if any, may occupy an apartment. No pets are allowed.

A 30-day notice must be given to the Housing Department to vacate an apartment in order to avoid any penalties.

## International Students and Faculty

The International Student office provides assistance through orientation programs that help incoming international students adjust to a new environment. During their time at Louisiana Tech, the office provides personal advisement and some educational guidance in addition to helping the student meet all Immigration and Naturalization Service (INS) requirements.

The office does this through assisting students in applications to the INS to work, to replace lost documents or to be reinstated to full-time legal status. The International Student office assists the University in meeting all its INS obligations by maintaining up-to-date immigration files and documentation.

A number of social and cross-cultural programs are coordinated by the office. It also serves as an informational resource for foreign faculty members and staff. The International Student Office serves as a liaison between international students and the American host community.

For additional information call (318) 257-4321, or log on to: [www.latech.edu/tech/admissions/iso/](http://www.latech.edu/tech/admissions/iso/)

## Student Health Center

The Student Health Center has registered nurses on duty between 7:30 a.m. and 4:00 p.m., Monday through Friday. Services are offered free or with minimal charge to all students. Services include, but are not limited to:

- physical assessment of ears, eyes, nose, throat and upper respiratory;
- first-aid treatment for minor injuries;
- removal of stitches and staples;
- blood pressure checks; and
- the administering of allergy and immunization shots.

Limited lab work as well as crutches and heating pads are available. Referrals to medical doctors are made through a voucher system when indicated. Student medical histories are maintained by the Center. Services are located in South Hall. For more information call (318) 257-4866.

Medical expenses for services incurred outside the Health Center are the responsibility of the student. See "Accident and Health Insurance" as described on this page.

Louisiana State law (Act 1047), requires all new students born after December 31, 1956, to provide proof of immunization against measles/mumps/rubella (MMR) and tetanus/diphtheria (TD). Forms for documenting immunization or establishing an exemption to this requirement are available from the Admissions Office. Proof of immunity includes documentation of:

- two measles vaccines administered after January 1, 1968, one of which must have given on or after the first birthday.
- a mumps and rubella vaccine.
- a tetanus/diphtheria combination within the past 10 years.

In the event of an outbreak of measles, mumps, or rubella, students who have not provided documentation of immunity will be excluded from attendance of campus activities, including classes, until the appropriate disease incubation period has expired.

For additional information call (318) 257-4866, or log on to: [www.latech.edu/students/student-health-center.shtml](http://www.latech.edu/students/student-health-center.shtml).

## Student Accident and Health Insurance

Accident insurance is provided through the Student Government Association (SGA) by self-assessment paid at the

time of fee payment. Details are provided in a flyer distributed by the SGA. In addition, students have the option of purchasing health insurance for their individual needs and/or for their dependents. Applications for this insurance may be picked up at the SGA office. The optional insurance becomes effective on the date the premium and application are received by the contracted carrier.

## Counseling Services

The Office of Counseling Services is located in 310 Keeny Hall. Licensed professional counselors and the consultation of a licensed psychologist are available to enrolled students who are experiencing personal/emotional, academic, or career concerns.

- *Personal/Emotional Counseling.* Personal counseling issues might include those related to adjustment to college, relationships, sexuality, anxiety, stress, anger, eating disorders, depression, and suicidal thinking. Student needs that are within the scope of the counselors' training are met for these issues through individual and group counseling.
- *Academic Support.* Students are invited to work with a counselor and/or attend a workshop to determine areas of strength and weakness in their academic strategies. The counselor and student work together to determine goals for addressing such factors as time management, examination preparation, anxiety reduction, concentration and memory improvement, and motivation.
- *Career Decision Making.* Quarterly workshops, a career development class, and individual career counseling are offered to assist students in developing career decision-making skills, in assessing ability, personality, interest and values and in acquiring information about careers. A Career Resource Lab houses current publications as well as a state-of-the-art computerized information retrieval system.
- *Alcohol and Other Drug Education.* Educational, intervention, and treatment programs assist students in understanding use/abuse of alcohol and other drugs, as well as their impact on student development.
- *National Testing Center.* Information and/or registration material for national tests are provided through the Testing Center in Counseling Services. National standardized examinations offered through this Center include ACT, AHPAT, CLEP, LSAT, MAT, MCAT, NLN, PCAT, and PRAXIS.

Counselors also train the Student Speakers Bureau, an elite group of students who provide educational programming and facilitate discussions on issues vital to student development.

Counseling Services is accredited by the International Association of Counseling Services, Inc. and services are delivered free and under a strict code of confidentiality. For more information about any programs offered through Counseling Services, contact the office in 310 Keeny Hall or phone (318) 257-2488, or log on to: [www.latech.edu/students/counseling/](http://www.latech.edu/students/counseling/).

## Career Center

The Career Center provides numerous resources and services to students and alumni of Louisiana Tech. Students are encouraged to participate in on-campus interviews and attend seminars that assist in the development of job search skills. Seminars are offered quarterly on the following topics:

- orientation on Career Center services,
- business dining,
- writing an effective resume, and
- the successful interview.

Additional resources include job listings and an extensive career library, which contains informational videos, employer

literature, reference materials, professional journals, career education and planning information, and information relating to federal employment opportunities.

Each year the Center sponsors Fall Career Days, Spring Career Day and Teacher Recruitment Day. Individual appointments are available to students and alumni with concerns about any phase of career planning and development.

The Career Center is located in Keeny Hall 337. For additional information, call (318) 257-4336. Learn more about the Career Center at [www.careercenter.latech.edu](http://www.careercenter.latech.edu) – a site for students, alumni, and employers.

## Vehicle Registration

Louisiana Tech requires all faculty, staff, students, and employees who are in any way connected with the University to register their vehicle regardless of ownership and to secure and properly display a parking permit. All vehicles must be registered by the third day of classes for any quarter. Also, vehicles that are purchased or acquired during the quarter must be registered before parking on campus. Only one vehicle may be registered per employee. See vehicle regulations for family or significant other visitor parking rules. Students may register more than one vehicle.

Vehicles may be registered and decals obtained in the Campus Traffic Office located in South Hall.

Each registrant must present a valid driver's license or other picture ID and vehicle registration certificate or bill of sale. All faculty, staff, and students are bound by parking and traffic regulations regardless of whether they register a vehicle. The brochure *Louisiana Tech Vehicle Regulations* may be obtained in the Traffic Office.

## Student Conduct

Louisiana Tech University students are expected to conduct themselves in a manner that will not bring discredit but honor to themselves and the institution. Minimal standards of conduct are set forth in the *Code of Student Rights, Responsibilities, and Behavior* brochure. Each student is required to become acquainted with the contents of this brochure, which can be obtained in the Office of Student Life or on the web at [www.latech.edu/students/judicial-affairs.shtml](http://www.latech.edu/students/judicial-affairs.shtml).

## University Police Department

The Louisiana Tech Police Department enhances the University's mission by contributing the following:

- *Campus safety.* It enforces city, state and federal statutes through vehicular patrol, foot patrol, criminal investigations, narcotic investigations, and police cart patrol. The department enhances the welfare of students by providing assistance as needed (such as escorts, traffic control, officers to increase safety at athletic and special events, and assistance in emergency situations).
- *Educational Seminars.* It conducts public education seminars in child safety, drug education, theft prevention, and D.W.I. awareness
- *Behavioral standards.* It enforces behavioral standards for students as provided for in the *Code of Student Rights, Responsibilities, and Behavior* brochure.
- *Always accessible.* The department has a 24-hour information and communications center.

Under Louisiana law, R.S. 17:1805, Louisiana Tech police officers have law enforcement authority including the power of arrest and are commissioned by the Department of Public Safety. All Louisiana Tech police officers are graduates of a P.O.S.T. certified basic police academy. Additionally, officers

attend advanced training and update training as needed.

The Louisiana Tech Police Department employs approximately 19-20 commissioned police officers, 1 office coordinator, 1 secretary and approximately 70 student employees.

The Louisiana Tech Police Department is located in South Hall on the corner of Tech Drive and Hergot Avenue. Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech Police Department at 257-4018.

Patrol officers are radio-dispatched upon call to assist the public 24 hours a day, 365 days a year. Requests for police assistance may also be initiated with one button dialing on any of 22 emergency phones located on the campus.

Criminal activity is investigated by the Patrol and Investigative Divisions of the department, and offenders are subject to criminal prosecution and University action. Criminal activity may also be reported under the Louisiana Tech Crime Stoppers program at 257-4018. Louisiana Tech Crime Stoppers is a regular feature in the student newspaper. Additional procedures for responding to campus emergencies are outlined in the *University Safety Manual*.

The Louisiana Tech Police Department is a department in the Division of Student Affairs directed by the Chief of University Police who reports to the Dean of Student Life. Additional information on the University Police Department may be found in the Student Handbook or log on to: [www.latech.edu/students/university-police.shtml](http://www.latech.edu/students/university-police.shtml).

## Student Activities and Organizations

Louisiana Tech University provides a variety of organizations to meet the various and diverse needs of its student population. With more than 150 different clubs and organizations to join, one can be assured of finding something of interest. For example, service, governing, professional, and religious/special interest groups exist both on- and off-campus to provide students with opportunities for growth and development outside the classroom.

For example, one such organization is the Student Government Association (SGA) which offers students the possibility of getting involved in politics and government. From a professional perspective, Louisiana Tech offers a number of organizations in the areas of engineering, business, science, education, and liberal arts.

Tech's diversity can surely be seen through such organizations on campus. In the areas of special interest/religious affiliations, Tech has much to be excited about. Special interest clubs meet those needs of our students in a variety of ways. For example, through involvement in the Union Board, the campus entertainment organization, or KLPI, the campus radio station, students can gain valuable experiences that will train them for the future. Also, religious organizations are another vital part of the university life for so many of our students. Service and religious affiliations are a vital part of the development of Louisiana Tech Students.

Involvement in extracurricular organizations and clubs is essential to the overall education of Louisiana Tech students. One can truly benefit by getting involved and taking part in the various areas of student organizations on campus.

Louisiana Tech offers a unique experience to its students, for the numerous clubs and affiliations available and in making Tech the truly special place that it is.

For more information, contact the Office of Student Activities. A complete listing of all organizations and activities can be obtained in order to assist students in the process of getting involved in all that Louisiana Tech has to offer. Log on to: [www.latech.edu/students/student-center.shtml](http://www.latech.edu/students/student-center.shtml) or call the Student Activities office at (318) 257-3479.