

Dog Town Community Bulletin

General Information, Rules & Regulations



**Louisiana Tech University
Department of Residential Life**

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GENERAL INFORMATION

Residential Living

Living in the on-campus is an integral part of the University experience. There are 8 residence halls on the Tech campus, which house 2200-2500 students each year. Residence halls are grouped as follows:

Women's Halls: Adams, Aswell, & Harper

Men's Halls: Graham, Cottingham, Mitchell, Pearce, & Dudley

The Department of Residential Life recognizes its role of enhancing the academic experiences of students living on campus. Residential Life sponsors many developmental activities and community development events each year. Residential Life staff also coordinates intramural sports activities for residence hall students.

Residential Life Staff

Both students and full-time professionals staff the Department. The Department's professional staff includes the Director of Residential Life, Associate Director of Residential Life – Building Services, and Coordinators of Student Development.

Tech is unique in that it manages its residence halls with student staff offering students a valuable opportunity to gain skills marketable in their professional lives once they obtain their degrees. All student personnel are selected on the basis of character, leadership, scholarship, experience, interpersonal skills, and desire to serve the University and the on-campus residents. If you are interested in joining our staff, talk to your current RA or inquire at the Res Life office located within the Bulldog Achievement Resource Center (BARC) on the first floor of Wyly Tower.

Hall directors *Hall directors (HDs) are the managers of each residence hall. They are senior level or graduate students.*

Resident Assistants *Resident assistants (RAs) are assigned to each floor in each hall.*

Other positions *Other student personnel positions are available in areas ranging from custodial work to information technology.*

Housekeeping

Housekeeping is completed five days a week, Monday through Friday, with limited cleaning on Saturdays and Sundays. The Department employs custodians in each hall, except University Park and Park Place, who maintain the cleanliness of the common areas: community baths, hallways, lounges, and kitchens. Residents are responsible for cleaning their own rooms and in Harper their own baths. Cleaning equipment-brooms, mops, vacuums, etc.-may be checked out from the RA desk.

Residents at University Park and Park Place are responsible for all cleaning and supplies needed for their area. Residents are expected to utilize the provided trash receptacles for household trash ONLY.

Maintenance

The University Physical Plant (or Buildings and Grounds) is responsible for most maintenance needs in the residence halls. Requests for service are reviewed by the physical plant and prioritized with safety being the primary concern.

***Notify an RA about any maintenance problems**-plumbing, electrical, heating/air conditioning- in your room or on your floor. Emergency maintenance situations should be reported to an RA or the Residential Life Office immediately.

Emergencies

For emergencies—fires, bomb scares, or any other emergency situations—students should notify University Police and a Department staff member immediately.

A Residential Life Department staff member is on duty every weekend for emergencies. Flyers are posted at the residence halls in advance each week stating the name and contact numbers of the person on duty.

Stuck Elevators: Call the police station (4018) and remain calm.

Fire Safety

Familiarize yourself with the exit procedures for your room or apartment: there is an Evacuation Plan Sheet as well as a Schematic Evacuation Sheet (specific to each room) on the back of your door to aid in fire evacuation. Should these sheets not be posted on your door, notify your RA.

If a fire alarm sounds, remain calm and leave the building immediately. Use stairways rather than elevators. Elevators automatically advance to the ground floor of the building and the door sets in the open position, when the fire alarm sounds. Fire drills are conducted each quarter as a safety measure. However, anytime the alarm sounds, all residents should leave the building.

Outside Entrances and Security

For security purposes, all outside residence hall doors are locked 24 hours a day. Visitor call boxes are available outside each residence hall.

All residence hall students use proximity readers (key fobs). Not all outside doors are key fob entrances. Consult a staff member about the outside entrances for your hall.

If you lose your room key or key fob, you must pay a \$60 maintenance fee. For the security of the residents in your hall, report any key loss to a Department staff member immediately. In addition, each key fob is specific to the key it is assigned to. Periodic key checks are conducted.

Report doors left open, doors not securing properly, and unescorted visitors inside the building to an RA or University Police.

Room Keys

Room keys are property of the University and may not be duplicated. If you lose your room key/fob, report it immediately to your RA or HD. A written work order will be made along with an incident report stating the cause for the lost key/fob, which is taken to the Housing Office for a lock change to be made. Once the lock change is made, the person who lost the key or fob will be charged \$60. They will receive a ticket to be taken to the Comptrollers Office located in Keeny Hall for payment. Residents may pick up their new key/fob from the Key Room located in Harris Hall between 8am and 5pm Monday-Friday. After hours you may pick up the key/fob from a RA or at the RA office from 8:30 PM- 12:30 AM.

Anyone in possession of or duplicating Louisiana Tech University keys without authorization will be subject to separation from the University and could face criminal charges.

Guests

You may have guests in your room; guests of the opposite sex are allowed during specified time periods (10am to Midnight daily), which are posted within your residence hall. You assume responsibility for your guest(s). Guests must obey University and residence hall regulations and may be requested to leave by a Department staff member. A maximum of eight people total may be in a resident's room at any one time.

Students may have *overnight guests of the same sex*, provided there is a vacancy in the room. Students may not have their significant others as overnight guests. No guest is allowed to spend more than two nights per month in the residence halls without charge. All guests must be registered with a staff member. Overnight guests may be no less than twelve years of age. The charge for guests, extra nights, or unregistered guests is \$15 per night per guest. A guest is considered overnight if he/she is in the residence hall after visitation hours.

Visitation for *guests of the opposite sex* is from 10am to midnight daily in all residence halls. Breaking visitation guidelines results in restriction of visitation privileges or other disciplinary action.

The following visitation guidelines should be followed:

1. Guests must be escorted at all times by a resident of that hall. (Any individual not enrolled in the University who is in violation of the University's visitation policies will be considered trespassing and could be arrested.)
2. Residents and their guests are expected to dress appropriately. (Guests must use the appropriate restroom facilities. Men are restricted from entering female community baths, and females are restricted from male community baths. Male visitors in Harper Hall may not shower in the suite bathrooms.)
3. Each resident may entertain only one guest of the opposite sex at a time.
4. For security reasons, guests of the opposite sex must enter the residence hall via the main entrance.
5. Sexual intercourse is not allowed in the residence halls.

Kitchens and Lounges

All residence halls contain kitchens, which are available 24 hours a day. Microwave ovens are available in some areas. Do not leave food unattended. Kitchens and kitchen equipment should be left clean after use. Kitchens may be locked if they are left dirty or vandalized. **Due to order of State Fire Marshal, no frying of any kind is permitted!**

Formal, TV, and study lounges in the residence halls are open 24 hours a day. Guests of the opposite sex are welcome from 10am until midnight in all halls. Neilson first floor lounge is the only 24-hour lounge on campus. Kitchens and Lounges left dirty may be locked. Furniture should not be removed from lounges. If furniture is rearranged in any area, please return it to its previous arrangement.

Telephones

Phone lines are not provided within the residence halls. However, students may opt to pay for phone service through the local provider. Rooms have phone capability, should a student opt to purchase that additional service. To call from a residence hall room to an off-campus number within the Ruston local calling area, dial 9+ the seven- digit telephone number.

Cable Television

All residence halls are equipped with cable TV service at no additional charge. *Premium Channels, Digital Services, and Cable Modems are available in some buildings for a nominal fee from Suddenlink on Tech Drive (255-6594).* Cable outages should be reported directly to the cable service provider.

Vending Machines

Vending machines are located in each building. Most operate with cash or the Tech Express card. Lost money in the vending machines should be reported to the Director of Residential Life from 8-9am on Monday mornings. Loss from Tech Express should be reported to the Tech Express Office in the student center.

Laundry Room

Laundry rooms are available in each residence hall. (Aswell and Adams share a large laundry room.) To avoid theft, residents should remain with their laundry. Coin-operated and Tech Express card-operated washers and dryers in the residence halls are for residents only.

Residents should report loss of change or service requests to the RA Office from 8:30 pm to 12:30 am. Loss from Tech Express should be reported to the Tech Express Office in the student center. The University is not responsible for stolen laundry.

Decoration and Alteration of Rooms

Permanent alteration of residence hall rooms is not allowed. Nails or screws should not be placed in the walls, ceilings, windows, or doors. For hanging posters, only art gum should be used. Tape and other types of adhesive substances are not permitted. Tacks or pushpins should be used on bulletin boards only. Altering a room may result in damage charges.

To paint your room, you must bring a sample of the paint color of your choice to a

coordinator within the Residential Life Department for approval. Once the color has been approved, ALL roommates must sign a paint contract, which includes painting instructions and limitations. A student who paints a room without securing permission from the Residential Life Office or in a manner incongruent with guidelines will be charged for repainting the room and could incur further charges for damages. For more information, speak to a resident assistant or stop by the Residential Life Office.

Furniture

Your bed may be disassembled; however, the pieces must remain in the room. The University does not store residents' beds. Residents will be charged for missing bed parts or damaged beds. Do not disassemble any bed in your room that you are not occupying. These beds are in place for placement of future or possible roommates. Beds must be assembled before checkout. Residents of University Park and Park Place are not permitted to remove any furniture in the apartment according to state audit guidelines.

Lounge furniture is provided in each hall for your convenience. This furniture must remain in the lounge at all times. Residents discovered to have lounge furniture in their room will be brought before the Behavioral Standards Committee.

Electrical Appliances and Equipment

Electrical appliances with open heating elements-hot plates, George Foreman grills, floor/space heaters, coffee makers, toasters, toaster ovens, sandwich makers-are not permitted in student rooms. Irons are allowed but can be used only on the community ironing boards located in the hallway of each floor. Microwaves under 700 watts are permitted. Coffee percolators are allowed; however "Mr. Coffee" -type machines are not.

Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances-window air conditioners, refrigerators more than 4.7 cubic feet-are not permitted. TV's, computers, radios, hair dryers, electric razors, floor or box fans, clocks, and stereos are permitted. Outside antennas for TV's are not allowed. Any electrical device needs to be plugged into a surge protector for safety.

Bicycles

All bicycles should be registered with University Police. Bikes should be parked in designated bike parking areas only. Do NOT park bikes on sidewalks or inside residence halls. Bicycles parked in unauthorized areas will be confiscated. Bicycles may be stored in your room; however, they may not be ridden in residence halls.

Cleanliness of Rooms

Residents are expected to maintain minimum health standards in their rooms. Food containers should be disposed of properly and promptly, and clutter should be kept to a minimum. Clutter and food attract roaches and other pests. Resident Assistants make weekly inspections of student rooms to ensure cleanliness.

Abandoned Possessions

Possessions left by a resident will be disposed of by the University no later than 30 days

after the resident's departure. The University does not guarantee the safekeeping of possessions left by residents, nor does it store possessions of residents.

Liability

The University is not responsible for loss in the residence halls due to theft, fire, floods, interruption of utilities, or other causes. Room rent will not be adjusted due to loss or interruption of utilities.

The University is not responsible for personal property that is lost, stolen, or damaged in or on residence hall properties. This policy includes student rooms, storage rooms, and automobile lots, as well as other residence hall areas. This policy is effective during vacation and quarter break times as well. The Department encourages all students or their parents to have personal property insurance.

Room Checks

To meet emergency situations, to make routine maintenance inspections, to maintain minimum health and safety standards, to pass out mail, and to enforce regulations, the University reserves the right to enter students' rooms. *Housing and Physical Plant staff lock the room when they leave if no resident is present. If the room is altered or any article is removed, a written receipt is left with the occupant.*

Theft and Vandalism

The best guarantee for the security of your personal property is a locked room door. Most thefts in the residence halls occur due to unlocked doors. If your door is equipped with a deadbolt, remember to lock it as well.

Belongings can be insured in a family's homeowner's policy, renter's insurance, or personal property insurance. Students are encouraged to have such insurance. **Serial numbers of valuable personal items should be recorded in case of theft. This info helps in recovering stolen property.**

Vandalism means reduced services or higher contract costs for you. Vandalism and theft should be reported to University Police. **Students who witness vandalism should report it to a Department staff member or University Police CRIME STOPPERS at 257-4018.**

Sales and Solicitation

Sales and solicitation are PROHIBITED in the halls unless written the Director of Housing has granted permission. Students are requested to report any unauthorized salesmen or solicitors to Department staff.

Residential Life Publications

The *Dog Town Community Bulletin* contains business policies, rules and regulations, and general residence hall information of the University and the Department of Residential Life/Housing. Residence hall students are obligated to read the residence hall information in the *Louisiana Tech University Bulletin* (catalog) and the *Louisiana Tech University Student Handbook*, which can be found online.

Questions in regard to information found in this bulletin should be directed to a Department staff member. Students are responsible for any and all regulations or Policy changes that are put into effect after this bulletin is printed.

Department Notices are distributed by staff members to residents. Residents are obligated to read all Department information. Information is often sent by email as well. Students are encouraged to check their Tech email daily for such notices.

Other important information is relayed through periodic business, TechTV, and social meetings conducted on individual floors and/or in individual residence halls by Department staff members. Meetings are scheduled in advance, and residents are responsible for the information.

ROOM ASSIGNMENTS

Board of Trustees Policy

In compliance with the Louisiana Board of Trustees resolution, it is the policy of the University that all unmarried, full-time, undergraduate students with 80 hours or less, regardless of age or whether or not emancipated, will be required to live in a residence hall as long as space is available. Students found violating this policy will be required to move into the residence hall system and pay full room rent for the quarter in which the violation occurred.

Forms for making application for consideration of the exemption from the on-campus residency requirements may be obtained from the Office of Student Affairs, Keeny Hall 305. Forms must be returned at least 25 days prior to the first day of registration for the quarter of the application in order to ensure full consideration before registration. Action taken on applications received on time will be emailed no later than five days prior to the first day of registration for the quarter.

Residence hall accommodations are operated on a room and board plan: all undergraduate students, living in the residence hall system, must pay for the two services.

You may remain in the same room during the academic year unless you request a room change at the Housing Office or unless the room is unavailable due to repairs, renovations, closure, disciplinary relocation, or consolidation. During the Winter Quarter students living by themselves may be asked to find a roommate. In the event that a roommate is not found, Room Assignments will assist students by providing a list of rooms that have been leased at the double occupancy rate, when requested. After the posted deadline date, students will be charged the private room rate until the room is cancelled or filled by an additional roommate. Consolidation does not apply to those paying a private room rate.

New residents are assigned a room on the basis of the date their completed applications are received by the Department. “New” assignments for each Fall Quarter are made after current returning residents have chosen their rooms. Roommate requests for new students must be mutual and made by the time room assignments are made. Roommate requests are not guaranteed. All assignments are made according to these priorities.

Opening and Closing of Halls

The dates for the opening and closing of all residence halls are posted in the University Calendar. A limited number of halls are open each summer. Residents not living on campus during Summer Quarter must check out at the end of Spring Quarter, and those living on campus for Summer Quarter must change rooms to their new location or check out before buildings close at the end of Spring Quarter.

All buildings close at the end of Summer Quarter and all residents must check out; however, quarter break housing is available. Residents who vacate a hall after its posted closing time without authorization will be assessed a fee.

Holiday and Quarter Break Housing

Although all buildings are officially closed between quarters and during holidays, on-campus housing may be obtained for residents who are enrolled for the next quarter. No guests of the opposite sex are allowed during quarter break housing. Residents must register for quarter break housing prior to the posted deadline to avoid any additional fees. Students will be notified of the sign-up dates via email and postings within the residence halls.

Students who are approved to sign up for quarter break housing must fall into one of the following categories:

- **Student employment on or off campus-** The student will need a memo on letterhead from his/her employer including his/her name and required work schedule.
- **International student or student whose home is outside a 500 mile radius-** The student will need a copy of his/her BOSS screen with home address and a MapQuest map to your home address verifying distance.
- **Educational requirements mandating that student remain on campus while the University is officially closed-** The student will need a memo on letterhead from his/her department head/advisor detailing circumstances requiring the stay. This memo should include the student's CWID number.
- **Student athletic obligation-** The student will need a memo on letterhead from his/her athletic group including his/her name and CWID number detailing length of stay

Summer Assignments

A limited number of residence halls are open for summer. Students who will not be living in the summer halls must move at the end of Spring Quarter. Those living in the summer halls must check out of their current assignment before the residence halls close at the end of spring quarter, unless they are to live in that hall for the summer quarter.

Those who stay in their current room must sign a room reservation card at the specified time to guarantee that room. Residents will not be able to enter the residence halls or their rooms during quarter breaks unless registered for quarter break. Key fobs are de-activated and all buildings are secured.

Reservations

Residents will be required to reserve their on-campus space during the spring quarter in preparation for the subsequent fall quarter. Residents will pay a \$100 non-refundable reservation fee to secure a fall assignment each year. Students may opt to cancel their reservation at any time but will not receive a refund of their reservation fee.

Private Rooms

You may contract a private room on a space-available basis by signing a private room contract at the Residential Life Office. Typically, private rooms are not assigned to freshmen for fall quarter. Private room rates are announced quarterly on the University's fee sheet. If the contract is signed after the beginning of a quarter, the price is prorated. To revoke a private room, a roommate must be secured at the Residential Life Office. There is no refund of private room rent. **Canceling a private room at registration does not cancel your contract.** Private

rooms for the fall are available in Harper and Mitchell halls only, as space permits and at the discretion of the Res Life office. Private room availability for other quarters is issued when space is available.

Specialty Floors and Buildings

Specific floors and buildings accommodate students with special needs. **All residence halls are non-smoking buildings.** Graham hall houses freshmen and sophomores only within the Engineering Residential College. Graham has a basement that houses lockers, work areas and a conference room available for use by those residing in the Engineering community. Pearce hall is the location of our male Aviation Residential College.

Check-ins

When you check in or change rooms, a Room Condition Report is given to you. You should complete page 2 of the form. On the report, list the condition of the room. Damages should be noted specifically. Damage charges will be levied for discrepancies between the card and the condition of the room upon your checkout from the room.

Instructions for filling out a room condition card are listed on the card; however, if you need assistance, ask a Residential Life staff member.

Room Changes

All room changes must be initiated in the Residential Life Office located on the first floor of Wyly Tower in the BARC. Each student who will be moving must be present to request permission to change. If all students moving cannot be present, one student must have written authorization for the change from the absent student(s) including the signatures, student numbers, and a copy of the students' IDs for all involved in the move.

You must first go to the Residential Life Office to secure written permission before any change or transfer of belongings takes place. Moving without permission is a \$50 fine. (Also, failure to complete a room change within twenty-four hours can result in a \$50 fine.)

Use the following procedure in making a room change:

Room Change Authorization

1. Get a room change slip from Room Assignments at the Residential Life Office.
2. Take room change authorization to the building you are moving in to. The RA will give you a key and fob along with a Room Condition Card for the new room.
3. Go to the old room and remove all belongings. Sweep, mop, and clean your area of the old room. Remove your room condition card receipt from the lavatory mirror. Locate an RA and tell them you are making a room change. The RA will sign the authorization after checking you out. The RA will keep your authorization for changing.
4. Fill out a room condition card for the new room and return it to an RA. Keep your receipt on the mirror of the lavatory.

5. Room changes are not complete until keys to the old room have been returned. Fines

will be assessed for any changes not completed within twenty-four hours. Extensions are granted by the Director only and must be requested prior to the actual documented room change.

End-of-the-quarter Room Change

End-of-the-quarter room changes occur at the end of each quarter so current students may have a longer period to move into a new room for the upcoming quarter. For an EOQ room change, you must check out from your old room before residence halls close for the quarter. Failure to make an end-of-the-quarter room change in the proper manner or within the allotted time can result in a \$50 fine. Only spaces that are currently available will be up for choosing. Spaces are not available until check out documentation is received in the Department of Residential Life.

Responsibility for Damages

Damage to a room is the responsibility of the room's residents. Any resident or guest who causes damages or allows damages to occur in a student room or in or around the residence halls will be required to pay for the restoration of that area. If it cannot be established which resident caused or allowed the damage in a room, all residents of the room will be held equally responsible for restoration costs. In addition students are subject to university disciplinary actions as well as possible criminal prosecution.

The resident is responsible for all damaged items in his or her room not reported on the Room Condition Report given to the resident at check-in.

Repair and replacement costs can be substantial. Department administrators determine the actual repair or replacement costs. Only the Department can authorize repairs or modifications in the residence halls.

Checkouts

When you change rooms or move from the residence halls, you must be checked out by an RA. The RA must be notified in advance, if you are not checking out during regular scheduled checkout times. If you are checking out at the end of the quarter, you must do so before the building closes or you will be fined. Residents who vacate a hall after its posted closing time without authorization will be assessed a fee. Residents will be notified of building closing times via their Tech email as well as through flyers located within the residence halls.

All residence hall students must check out before the close of each spring quarter. (Only students who will be remaining in their same rooms during summer do not check out during spring quarter. All student rooms are vacated between summer and fall quarters.)

The student who leaves the residence hall system and remains in school will forfeit the unexpended portion of room rent for the quarter.

To Checkout, use the following instructions:

1. Move everything out from your side of the room; then sweep, mop, and clean your side.
2. Find an RA for your checkout. Give the RA your room key and fob. The RA will compare your Room Condition Report to the room's current condition and fill out a checkout slip

*** Students leaving the residences halls without checking out will be charged for lock changes, fines, and other associated charges.***

Relocation and Consolidations

Any student, when deemed necessary by University officials, may be moved to another room or another residence hall. In order to make the most efficient use of all residence halls and to save money whenever possible, the University reserves the right to close any residence hall and move its residents to other buildings.

As stated on the initial housing application, The Department of Residential Life adheres to the policy that any student contracting at the double occupancy rate *MUST* retain a roommate at all times in order to avoid additional fees.

Winter Squeeze

At approximately the third week of the winter quarter, students who have not paid for private rooms and are living alone will be notified by the Residential Life Office to take one of the following steps:

1. Come to the Housing Office to choose another room.
2. Find a roommate and follow room change procedures. The Res Life staff can assist any resident with this process.
3. Contract with the Res Life Office for private room and pay the prorated charge for the remaining days of the quarter. Private rates will be continual until a private room is cancelled and a roommate is secured.
4. If no move or roommate is obtained by the deadline, a student will be charged private room fees for the remainder of the academic year.

The student should be aware that a space in his or her room is considered vacant and may be chosen by another student at any time.

Room Rent

Every effort is made by the University to keep room rent as low as possible for all students. It is the policy of the University that students contract for room rent on a quarterly basis. Residence hall accommodations are operated on a room and board plan: all students living in the residence hall system must pay for the two services. Requests for information pertaining to room rates should be made to the Res Life Office located in the BARC.

Residence Hall Room Contract

The Residence Hall Room Contract is a legal document, an agreement between the student and the State of Louisiana Board of Trustees for State Colleges and Universities. Any questions regarding the contract should be addressed to the Department's staff in the BARC; residence hall

student staff members are not authorized to offer interpretation concerning any of the contract provisions. This contract is made and accepted subject to the applicable provisions of the University Bulletin and University publications.

HALL STANDARDS

The Department of Residential Life/Housing's purpose is to provide accommodations and experiences, which will complement each student's academic experience. To be successful, Residential Life endorses a system of order to promote academic development, social maturity, spiritual enrichment, and personal improvement. Students are responsible for regulations outlined in this bulletin, in the Louisiana Tech University Student Handbook, in notices sent to their rooms and to their Tech email addresses, and in floor and hall meetings.

Disciplinary Action

Students are referred by residence hall staff to one of the following University agents for disciplinary action:

1. Hall Director
2. Coordinators of Student Development
3. The Director of Residential Life/Housing
4. The Behavioral Standards Committee
5. University Police
6. Judicial Affairs
7. Judicial Review Board

Disciplinary action by each may include warnings, restrictions, community service, probation, relocation, suspension, expulsion, or prosecution. Details regarding student conduct and disciplinary action may be found in the University's "Code of Student Rights, Responsibilities, and Behavior" found in the Louisiana Tech University Student Handbook, which can be accessed online.

The following regulations are designed not to be all-inclusive but to be an aid for students living in the residence halls. The Department reserves the right to modify the regulations to best serve the students.

Identification

A valid form of identification (usually a Tech ID) must be produced upon request by any University official: RAs, Hall Directors, Residential Life or Student Life administrators, and University Police.

Alcohol

Alcohol (including beer or wine) is not allowed on campus. *Empty or unopened beer, wine, or liquor bottles or cans, and all other alcohol paraphernalia are not allowed in the residence halls even as decoration.*

Dress

When in the halls or when going to and from the community bathrooms, men are required to wear a minimum of gym shorts, women a bathrobe.

Tampering with Fire Equipment, False Alarms

Student(s) responsible for discharging fire equipment, tampering with alarm horns or causing false fire alarms shall be referred to the University's Behavioral Standards Committee, will be held accountable for damages, and may also be prosecuted through the criminal courts.

Other fire code compliance:

State fire codes prohibit the burning of incense or candles in rooms, suspending items from room ceilings, and ironing in rooms. Personal ironing boards are not permitted in the residence halls; however, each hall is equipped with ironing boards in designated areas. Candles are not allowed in the residence halls. All fire violations result in a mandatory fire education seminar and/or community service.

Elevators

Tampering with or causing damage to or disruption of service to residence hall elevators is not permitted. Those responsible will be charged for repair costs and subject to disciplinary action.

Finals Week (Dead Week)

Out of courtesy to the residents every quarter beginning the week of final exams, a 24-hour quiet time goes into effect. This policy will remain in effect until the last day of class that quarter. Residents may be written up for noise complaints.

Hazing, Harassment, and Violence

Mental or physical hazing, harassment, and violence in any form are prohibited whether directed toward students, staff, or guests.

Loitering

Loitering is not permitted in or around the residence halls. See Section 6.04:28 of the "Code of Student Rights, Responsibilities, and Behavior."

Noise

Each student should respect the rights and requests of his neighbors. At no time is an excessive noise level acceptable in the Residence Hall. If the noise level should become excessive, you will be asked to lower the volume. Disciplinary actions that may be taken to curb noise may include restriction of visitors to the room or relocation of the student.

Sound equipment-musical instruments, stereos, and TVs-may be operated in student rooms but must not disturb others. Students are encouraged to use headphones. Disturbances may result in removal of the equipment from the building or in the removal of the resident from the hall.

Car stereos in residence hall parking lots that disturb residents should be referred to University Police.

Parking Lots

Throwing balls and frisbees in the residence hall parking lots is prohibited. All athletic activities are confined to appropriate areas outside the residence halls.

Pets

Only tropical fish are allowed. (*Note: University is not responsible for loss of fish in any form or fashion.*) Dogs, cats, birds, reptiles, amphibians, mice, and other pets are not allowed in the residence halls. Feeding of stray animals outside any residence facility is not permitted. Any encouragement of strays is considered a violation due to sanitation and health standards and will be addressed accordingly.

Smoking

All residence halls in the Residential Life system are non-smoking for health and fire safety concerns.

Street Signs and State/Local Property

The display of street and traffic signs is prohibited in residence hall rooms without Department authorization. Possession of state or local property is prohibited and will be reported to University Police.

Weapons and Fireworks

Firearms of any type, ammunition, fireworks, knives with blades longer than four inches, switchblades, darts, oriental weapons, spear guns, etc., are not allowed in the residence halls.

Darts and dartboards are not permitted in the residence halls.

Weights

Barbells and dumbbells whose total weight is less than 50 pounds are permitted in residence hall rooms.

Windows

Objects should not be dropped, thrown, hung, or placed from residence hall windows. Curtains hung on a tension rod are allowed. Screens should not be removed and should remain attached at all times.

UNIVERSITY PARK & PARK PLACE APARTMENTS

Housing Application

Students who are interested in residing in our on-campus apartments should list an apartment as one of his/her top three choices of living preferences on his/her housing application. There is not a separate application for the apartments. If a student applies to live on-campus, he or she is eligible for an apartment assignment. When a completed housing application and non-refundable application fee are received, the application is entered into our system and applicants are sent a notification letter of receipt.

Upperclassmen are given priority to keep their apartment reservation from year-to-year. Apartment offers are made based on the number of apartments available. For fall quarter only, freshmen are assigned to the apartments based on their original housing application date. Applications are accepted beginning October 1st prior to the start of the fall quarter.

Leases

Leases are offered on a 9- and 12-month basis. Anytime a student becomes not enrolled at Louisiana Tech or moves off-campus, he/she is no longer eligible for an apartment lease. Students sign their lease at the time of Spring Reservations and/or fall check-ins. The apartments may be occupied during the academic breaks that occur within the lease term. All contract installments are paid quarterly.

If a student is interested in breaking his/her lease for any reason, he/she must pick up a lease release form from the Residential Life office in the BARC. The committee who reviews lease releases meets weekly, as necessary, to review the submissions. Students are sent an email regarding the committee's decision. If necessary, the student may choose to appeal the decision to the Assistant Dean of Student Life. However, a student can opt to break the lease, after being denied by the committee and/or the Assistant Dean of Student Life, and pay a lease cancellation fee that is equal to one quarter's apartment rent.

Roommate Requests

Roommate requests are not guaranteed and are honored only if space allows according to the availability of apartments. Roommate requests must be of the same gender.

If a space opens in an apartment at any time during the year, the remaining residents are given 48 hours to choose a new roommate. All residents are required to submit approval of the roommate choice in writing or by email, if not present at the time of the room change.

If the residents do not opt to choose a roommate, the Residential Life staff will allow anyone who has a current on-campus assignment to move into that space. Students who are interested in moving into an apartment space are encouraged to check with the Residential Life staff at various times throughout the quarter to see if a room has become available.

Important Phone Numbers

Campus Police.....	4018
Ruston Police.....	255-4141
Housing Office.....	4917
Adams.....	2173
Aswell.....	3429
Cottingham.....	3912
Dudley.....	2285
Graham.....	2525
Harper.....	3372
Mitchell.....	4839
Pearce.....	3638
Food Services.....	2327
Lambright Sports Center.....	4634
Counseling Services.....	2488
Health Center.....	4866
Maintenance.....	3048

In case of an emergency, students may reach University Police by dialing **4018**. In case of a fire or if an ambulance is required, students should dial **9+911**. Emergency assistance is always available by dialing **0** for Louisiana Tech Operator.

EMERGENCY DIAL 9+911