

Fall | 2020



# DogTown Community Bulletin

## Rules and Regulations of Living on Campus



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## ***Welcome Home!***

The word “home” can mean something different to each individual. At Louisiana Tech, we strive for both the campus and the City of Ruston to be a place that assists in the development of your character, a place that bolsters new experiences, a place that fosters new relationships and helps grow existing ones, and a place that you will return to (or never leave) once you graduate!

As a graduate of this beautiful institution, I resided on campus for five years as both an undergraduate and graduate student. As a student, I served in the roles of resident assistant, hall director and graduate assistant within Residential Life. The impacts my campus-living years have had on my life are immeasurable and the memories I made have shaped me into the person I am today. Living on campus can be a great time in your life – get involved, make the most of this once-in-a-lifetime opportunity, and serve where you are!

While all campus experiences are not positive, you hold the power to turn them all – good and bad – into a time of learning and self-development. This community bulletin provides a great deal of information regarding the community in which you are joining on campus – the expectations you will be held to, the services you will be offered, and the procedures you will need to know while living life on our campus. Should you have any questions, reach out to your resident assistant, your coordinator or myself. Our Res Life team is a tremendous asset to assist you in this transition – take full advantage of your resources!

We believe in you and strive to foster an environment of success as you live with us this year! Our hope is that you feel at home in all the ways that matter most to you – “home” can mean many different things to each individual but the feeling of kindness, empowerment and belief that our campus pours into you, makes you “family” and home is where you are! Best wishes for a memorable year! Go Dogs!

*Casey A. Ingram*  
*Director of Residential Life*





## ***OUR RES LIFE TEAM***

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

Louisiana Tech also utilizes student staff to assist in managing its residential facilities, which offers 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, 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 second floor of Wyly Tower.

**COORDINATOR OF STUDENT DEVELOPMENT** - a full-time professional committed to developing relationships with residents, while serving as a resource for students. They supervise the student staff members and manage the daily operations of their assigned campus community. You may see them spending time in your building or can meet with them in the Residential Life office.

**HALL DIRECTOR (HD)** – a senior level student who has demonstrated the knowledge and skills necessary to lead a staff of resident assistants in the day-to-day operations of their assigned residential facility. Each residence hall, suite commons, and apartment commons has a hall director. Within the apartments and traditional halls, the HD lives in an apartment within the building. Both Aswell and Dudley suites have separate HDs that live in Aswell B and Dudley B on the first floor. HDs are responsible for getting to know their residents and ensuring that their residential community is thriving. HDs serve in an on-call rotation to address any needs/emergencies that occur over the weekend.

**SENIOR RESIDENT ASSISTANT (SR RA)** – Senior Resident Assistants are students who have served as a resident assistant for at least a quarter. This person is responsible for all resident assistant duties, serves as the responsible person in the event that the hall director is not available, and manages/organizes all intramural events in their assigned area.

**RESIDENT ASSISTANT (RA)** – Resident Assistants are students assigned to floors or communities who serve as the primary resource for questions, concerns, lock outs, maintenance needs, roommate conflicts, etc. These students have lived on campus at least one quarter, have taken or are enrolled in the Counseling 201 course, and have been selected through an application and interview process.

**HOUSEKEEPERS** – Our housekeepers are full-time staff members who maintain and clean each facility including all hallways/stairwells and common areas. They do not enter rooms or apartments to clean.

## ***POLICIES***

### **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.

### **ALCOHOL**

Alcohol is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans, and all other alcohol paraphernalia are not allowed even as decoration.

### **ANIMALS**

Fish in a 20-gallon fish tank or less are the only pets allowed within campus residences.

A resident shall not keep or harbor dogs, cats, reptiles, or any other animals (except fish) on the premises. A resident shall not allow the temporary visitation of any animal on the premises. Any resident found with an animal for any length of time and at any time, unless prior approval has been granted, will be issued a \$300 fine to be placed on the student's account. If the resident is in the process of gaining approval but has not been granted it yet, the resident will be held responsible for the \$300 pet fine, as animals are not allowed in University housing until proper documentation has been received, reviewed, and approved. In addition to the fine, any pest treatment, cleaning fees, or damage fees deemed necessary by University personnel will also be assessed to the resident. The resident will be recommended to the Judicial Review Board for additional behavioral sanctions. The roommate(s) of the resident, who is found with an animal, will also be subject to judicial sanctions by the Judicial Review Board.

Any animals discovered in violation of this policy must be removed within 24 hours following the notification of their removal by University personnel. Pet related items, including but not limited to, pet cages, pet food, water bowls, kitty litter, and leashes may be deemed as evidence of animals in campus apartments and are prohibited at all times.

### **APPLIANCES & ELECTRONICS**

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

- Air conditioning units
- Candles or wax warmers
- Coffee makers without an automatic shut-off and without a hot plate
- Dishwashers
- Electronic skateboards and scooters
- Halogen lamps
- Microwaves over 700 watts
- Refrigerators larger than 4.8 cubic feet
- Space heaters
- Toasters and toaster ovens (only allowed in campus apartment kitchens)

- Washer and dryers

If you are uncertain whether or not an appliance or electronic is allowed on campus, you should contact our Residential Life office prior to bringing it to campus. Residents are expected to keep all appliances provided by the University clean and in good, working condition.

### **BALCONIES & STAIRWELLS**

Residents shall not use University furniture on the balcony and may not impede an exit or entrance with any personal item. No items including but not limited to clothesline, hammocks, and satellite dishes/antennas may be affixed to the balcony.

Trash is not to be left outside of your door. It must be taken directly from your room/apartment to the community trashcan.

### **BICYCLES**

Bicycles should be registered with the Louisiana Tech Traffic Office. All bicycles should be stored at the nearest bicycle rack available to your community and cannot be locked to stairwells or inside of apartments. University Police or Residential Life will remove a bicycle, stored in a location that may hinder resident walkways. Any bicycle left after spring quarter check out will be removed by University Police.

### **CANDLES & INCENSE**

Candles, incense and wax warmers are not permitted in campus housing.

### **CLEANLINESS**

Residents are held responsible for the cleanliness of their room and apartment. Custodial staff clean communal areas such as stairwells, lounges, lobbies, community bathrooms, and study spaces. If a staff member deems your residence dirty or unclean, you will have 24 hours to make necessary corrections. In the event, you do not adhere to this warning and a custodial staff member must perform such duties, you may be charged a cleaning fee.

### **COMMON AREAS (KITCHENS & LIVING ROOMS/LOUNGES)**

Residents may not remove furniture and/or items from common areas to other areas within the building or to their personal rooms. In the traditional halls and suites, if residents consistently leave areas dirty and refuse to heed warnings, the area may be closed off to residents for a specified time period at the discretion of the Residential Life staff.

### **COOKING**

Cooking with grease, such as frying, is not allowed in campus housing. Residents are responsible for the cleanliness of cooking areas in which they utilize.

### **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 inventory inspection through the online housing portal upon 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 residential facilities.

### **DECORATIONS**

- Alcohol bottles/paraphernalia - empty or otherwise – may not be utilized as a decoration within campus housing facilities.
- Decorations may not be hung from a room's ceiling.
- Electronics and/or bike racks may not be mounted to walls.
- Decorations may not be permanently adhered to a surface within your room or apartment – we recommend pushpins or command strips that can be removed without damaging the paint.
- Wall decals may be used as long as damage is not caused to the wall upon removal.
- Live trees are not permitted in or near campus housing units.
- Door decorations cannot obstruct the peephole. Residential Life reserves the right to monitor door decorations and ask residents to remove items if necessary.
- Residents may not hang or display anything in a window that may be viewed from the outside of the building other than blinds or curtains – this includes but is not limited to placing foil in a window, pictures and or paintings, logos, etc.

### **DOORS**

Propping a door in a traditional hall/suite is prohibited. Any resident found tampering with the locking mechanism or propping doors will be reported and may incur behavioral sanctions. All doors should remain locked at all times. We recommend that you take your key and/or CWID card with you at all times.

### **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.

### **DRUGS**

Any activity involving drug use including possession or distribution is prohibited on campus. Drug related paraphernalia (bongs, pipes, grinders, papers, etc.) are also prohibited. Residents should report any items to University Police.

### **EMAIL**

All residents are responsible for checking their Tech email account on a regular basis, as all communication from the Residential Life office will be sent to this email account

## **EVACUATION**

If an alarm sounds within your community, you are required to exit the building. Should any personnel (including police, RA staff, housing professionals, emergency, etc.) require you to evacuate, you must do so and only return once you are directed to do so by proper personnel.

## **EXTENSION CORDS**

Extension cords should not be plugged into one another. Only one extension cord per outlet is allowed. Cords should not run across the room, doorways, through windows, or along any bedding within the room.

The fire marshal and Residential Life personnel will inspect your room from time to time. If you are found in violation of these requirements, you may be asked to remove extension cords from your room altogether.

## **FURNITURE**

All University provided furniture must remain in your assigned room or apartment. Condition of furniture upon arrival should be noted in your inspection because it will be assessed at check out. You will be charged for any damages or item replacements found necessary during that time.

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. \*\*Twin beds are 75" L mattresses; Twin XL beds are 80" L mattresses

<b>Hall/Apartment</b>	<b>Room Specifications</b>	<b>Bed Type</b>	<b>Bed Size</b>
Adams Hall	2-3 person rooms	Bunkable	Twin
Aswell Hall	2-3 person rooms	Bunkable	Twin
Aswell Suites	2 person rooms	Loftable	Twin XL
Cottingham Hall	2 person rooms	Loftable	Twin
Dudley Hall	2-3 person rooms	Bunkable	Twin
Dudley Suites	2 person rooms	Loftable	Twin XL
Graham Hall	2 person rooms	Neither option	Twin
Legacy Park (Harper & Pearce)	2 people per bedroom	Loftable	Twin XL
Mitchell Hall	2 people per bedroom	Neither option	Twin
University Park	2 people per bedroom	Loftable	Twin XL
University Park	1 person per bedroom	Neither option	Full
Park Place	2 people per bedroom	Loftable	Twin XL
Park Place	1 person per bedroom	Neither option	Full

## **GARBAGE**

Residents must take their room/apartment garbage to the nearest trashcan location outside of their hall – trash receptacles nearest the stairwells or dumpsters nearest their

residence hall and suites. Residents may not keep/store garbage bags in the hallways, stairwells or on the balconies.

### **GRILLING**

Residents are allowed to utilize the outdoor grills located in University Park and Park Place commons. However, residents may not bring/store their own grills within their residences at any time. Flammable items such as charcoal, lighter fluid, and propane tanks are not permitted in or near any residential facility.

### **GUESTS & VISITATION – RESIDENCE HALLS/SUITES**

You may have guests in your room; guests of the opposite sex are allowed during specified periods (10am to midnight daily). 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.

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

The following visitation guidelines should be followed:

- 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.)
- 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. Males may not shower in a female apartment and females may not shower in a male apartment.
- Each resident may entertain only one guest of the opposite sex at a time in the residence halls/suites.
- For security reasons, guests of the opposite sex must enter the residence hall/suite via the main entrance.
- Sexual intercourse is not allowed in any on campus residence.

### **GUESTS & VISITATION – APARTMENTS**

As apartment residents, there are no posted visitation times. However, we advise that roommates determine upon move in the rules specific to their guests so as to respect all roommates. Residential Life staff can mediate a roommate contract as needed to assist roommates in setting boundaries for all. Residential Life determines someone as an overnight guest if he/she showers in the apartment, brings an overnight bag or leaves items in the apartment, or is found in the apartment sleeping after designated hours set in a roommate contract. Occupants of the apartment are responsible for their visitors and should never loan someone a key to their apartment or allow someone to remain in their apartment once they have left the premises. This is reason to be written up and obtain a behavioral sanction that could result in a mandatory room change.



## **HARRASSMENT**

Louisiana Tech University will not tolerate any verbal or written abuse, threats or other forms of violence. Any student experiencing a form of harassment is advised to contact University Police at 318-257-4018 to report the behavior.

## **ID CARD ACCESS**

Access to all traditional halls and suites is placed on the students' University ID card. Activation for hall access should be available on your ID upon move in. However, if there are issues, you may visit the Residential Life office in Wylly Tower for assistance. You will only be able to access your assigned building with your ID. You should never give your ID card to another student/person for use to access the building. If you lose your ID card, you will need to notify the Tech Express Office and pay the charge to replace your ID before gaining a new one.

## **KEYS & LOCKS**

If you lose your room key, you must pay a \$60 key change fee. The charge will be placed on the student's BOSS account. Residents may pick up their new key, unless the new keys are given to the resident(s) at the time of the lock service, from Harris Hall or the BARC office between 8am and 5pm Monday-Friday. If a student needs to make arrangements outside of business hours to pick up the key, it is his/her responsibility to notify his/her coordinator within the Residential Life office so that after-hours accommodations can be made.

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 specifically assigned to the resident. Periodic key checks are conducted and a resident must be able to produce their key, should any staff member ask to confirm they still have it in their possession.

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

Room keys are property of the University and may not be duplicated. 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.

Residents are NOT allowed to install their own locks in their rooms, apartments and bathrooms. A resident may not give their key to another person to utilize at any time. If found in violation, he/she may be subject to fees to change locks and/or behavioral sanctions.

## **LITTERING**

Residents may not throw items/trash from balconies or stairwells. Any student found in violation may incur behavioral sanctions.

## **NOISE**

Each student should respect the rights and requests of his neighbors. At no time is an excessive noise level acceptable in your housing location. 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, community service 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 the removal of the equipment from the building or in the removal of the resident from the room. Car stereos in the parking lots that disturb residents should be referred to University Police.

### **PAINTING**

Residents are only allowed to paint their rooms within the traditional residence halls. Paint colors must be agreed upon by all roommates and must be approved by the Residential Life office prior to painting approval. If a room is not painted an appropriate color or is not painted well (spots on floors, splotchy wall areas, etc.), the residents may be charged.

### **PERSONAL TRANSPORTATION**

Electronic skateboards, balancing boards or scooters may not be used, stored or charged in any Residential Life facility.

### **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 student's rooms. *Housing and Physical Plant staff lock the room when they leave if no resident is present.*

### **SAFETY EQUIPMENT**

Activating or altering any fire or safety equipment including but not limited to sprinklers, smoke detectors, fire pull stations, fire extinguishers, door alarms, and exit signs without an emergency situation can result in behavioral sanctions and possible fines. These are essential to maintaining safety and security for our residents. Please report anyone you may see participating in this prohibited behavior.

### **SALES & SOLICITATION**

Sales and solicitation are prohibited within campus residences. Students are requested to report any unauthorized salesmen or solicitors to Department staff or University Police.

### **SMOKING/TOBACCO**

The Louisiana Tech University campus is a smoke/tobacco free campus. This includes all residential facilities, academic and administrative buildings, dining and recreation facilities, and any other location within the campus community.

### **SUBLEASING/EXTRA RESIDENTS**

Residents are prohibited from subleasing their room and/or apartment. Extra residents must be registered guests with our office prior to their overnight stay on campus.

**THEFT**

The best guarantee for the security of your personal property is a locked room door. Most thefts in the 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.

**TRESPASSING**

Residents are not allowed to gain access to the roof and maintenance/technology closets. Residents may not access another student's room or apartment without permission from that resident – this includes any student without a lease to a space utilizing a key that is not assigned to them. Any person who is not a student but involved in an incident or not found in compliance of University rules and regulations could be charged with trespassing in our residential communities.

**WEAPONS**

Firearms of any type, ammunition, fireworks, knives, switchblades, darts, oriental weapons, spear guns, tasers, air soft guns, swords, BB guns, paint pellet guns, ammunition, etc., are not allowed in the residence halls. Darts and dartboards are not permitted in the residential facilities.

**WINDOWS**

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

## ***PROCEDURES***

### **EARLY ARRIVAL REQUESTS**

Early move in requires completion of the early move in request form and approval. Students may begin applying for an early move in on July 1st and can do until August 15th. Replies regarding approval or denial will not be emailed until after August 1st. Communication regarding the approval or denial will be sent by email. Requests for early move in are rarely approved. Students must show evidence of extraordinary circumstance and need for early move in. Early arrival is not permitted earlier than 7 days before the start of the quarter. It is not an option to move into the rooms prior to this time as the University needs all available time to prepare the buildings and rooms for the fall quarter.

Students will be billed \$30 for each day stayed prior to the official move in date of official move in. The total amount will be billed to the student's account during the first week of classes. Students who wish to be considered for early arrivals after the deadline date of August 15th will be subject to a late fee of \$50 in addition to the \$30 per night rate that will be assessed to the student account if the request is accepted and approved. Residents who arrive without approval may be turned away; those that can be accommodated will be charged a \$100 fee in addition to the nightly rate assessed to the student account.

Requests are not guaranteed to be approved. Many factors go into whether or not a request can be approved; cleaning, construction, furniture replacement, readiness of the space, etc.

Students that are part of an already approved group (Residence Life Staff, Athletics, Panhellenic, Band, etc.) do NOT have to request to come back early, as we get those lists from the group.

### **CHECK OUTS**

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 resident halls system and remains in school will forfeit the unexpended portion of room rent for the quarter.

Use the following procedure in checking out of a residence hall:

1. Move everything out from your side of the room. Sweep, mop and clean your side as well.

2. Locate a resident assistant to complete the check out procedures. The RA will retrieve your room keys, once he/she has assessed the room for any damages. The RA will compare your room condition report (completed at move in) to the room's current condition and fill out a checkout slip. You should retain your copy of the checkout slip.
3. In the unlikely event that a resident assistant is not available, you may pick up an express check out form from our office to complete, enclose the key and place in the locked blue box at the front desk of your resident hall or in the laundry rooms at the apartments.

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

### **QUARTER BREAK HOUSING**

Residence halls remain open during most breaks for those students who receive prior approval to stay on campus. Prior to the break, there will be signs placed in the halls to let you know of the hall closing procedures as well as emails sent to your Tech email address. Sign-ups for break will only be allowed during an advertised time frame. If you request to stay after this time has passed, you will incur a \$100 late charge.

The following instances may be granted approval, provided that all necessary documentation is presented:

*Student employment on or off campus* – You will need a memo on letterhead from your employer including your name and required work schedule

*International student or student whose home is outside of a 500 mile radius* – You will need a copy of your 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* – You will need a memo on letterhead from your department head/advisor detailing circumstances requiring your stay. This memo should include your CWID number.

*Student athletic obligation* – You will need a memo on letterhead from your athletic group including your name and CWID number detailing length of stay.

Any other requests may be directed to your hall's Coordinator during specified dates and times that will be advertised prior to the break. If you have any questions, please contact the Department of Residential Life at (318) 257-4917 or at [housing@latech.edu](mailto:housing@latech.edu).

Your personal belongings remain in the room during the breaks and do not have to be moved out until either you check out of the residence hall or leave the campus for Summer break. If you live in one of the apartment complexes on campus, you do not need to get approval to stay during the break.

### **CANCELLATIONS**

To cancel a housing assignment, a student must send notification in writing – either by mail or email.

### **MARRIED & FAMILY HOUSING**

Louisiana Tech does not have options for married and family housing on campus at this time. Any student with a child or spouse will be approved to live off campus.

### **ROOM CHANGES**

All room changes must be initiated in the Residential Life office located on the second floor of Wylly 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.)

#### **Room Change Procedure:**

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 along with directing you to complete a new inventory inspection on your online housing portal within 48 hours of move in.
3. Go to the old room and remove all belongings. Sweep, mop, and clean your area of the old room. 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. 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 office.

### **LATE CHECK OUT REQUESTS**

To request a late checkout, a resident must seek approval from his/her coordinator. A coordinator makes the decision to approve or deny the request on an individual need basis. If a student is approved for a late check out, he/she may incur additional fees per night approved to stay late.



### **HALL MEETINGS**

Residential Life student staff will conduct at least one quarterly meeting with the entire hall/building/apartment complex, usually within the first two weeks of the quarter. At this meeting, rules and regulations will be discussed as well as precautions for safety, discussion of upcoming events and any other information deemed necessary to discuss. A community meeting can be called at any point during your stay with us, especially if there are community concerns that need to be addressed. Attendance to these scheduled meetings is not mandatory. However, residents are held responsible for any and all information shared during the meeting. If unable to attend, it is recommended that the resident follow up with his/her RA so as not to miss any pertinent information.

### **WEEKEND EMERGENCIES/NEEDS**

The Department of Residential Life has a hall director who serves as the on-call person to notify in the case of an emergency and one of your staff members is away for the weekend. The name and number of the on-call staff member should be posted at the front desk of each traditional hall and on the staff member's door at the apartments. Should you not be able to reach the hall director on call, you may contact University Police who will, in turn, contact the hall director by cell phone to assist you with your need. A full-time Residential Life staff person also serves on call each weekend and is notified in the case of an emergency or maintenance need. Please note that maintenance needs will be addressed as soon as possible but requires staff to travel from off campus and will take some time to get the work arranged.

### **IMPROPER CHECK OUT**

Residents must check out of his/her room/apartment when resigning from the University, at the end of the academic year and in any room change situation. Any student who fails to check out will be charged \$50. If the student also fails to turn in their key, they will be charged an additional \$60. Improper check outs include, but are not limited to: leaving keys in the room, leaving keys with a roommate or friend, leaving keys with a coach, teammate, sponsor, or advisor.

### **CONDUCT PROCESS**

If a resident violates a rule, a staff member will write him/her up on an incident reporting system. When an incident report is seen by our full-time coordinators, it will be assigned to either the Coordinator, the Judicial Review Board or the Director of Student Conduct and Academic Integrity.

If the incident report involves a violation, the student will be asked to meet with the Judicial Review Board – a board comprised of peers who reside on campus. At this meeting, the student could be awarded community service, a warning, or any other sanction deemed necessary by the board. In this case, if a student fails to complete the assigned sanction by the due date, a hold will be placed on the student's account until the sanction is completed.

If the incident report involves a private matter or a roommate concern, the Coordinator will conduct a one-on-one meeting with involved parties. If the incident involves drugs,

alcohol or violent behavior, the incident will be handled by the Director of Student Conduct and Academic Integrity, who will meet with the student to begin due process.

### **LEASE RELEASE PROCESS**

All students residing on campus are part of either a 9-month or 12-month lease agreement. If a student's situation changes from the time they initially signed the lease, he/she can request to be released from their lease. Any student graduating or resigning from the University is granted approval upon review of the lease release form. All lease release requests must be decided upon by a committee. Typically, the committee meets to review lease release applications on Mondays, as needed.

To apply for a release from your lease, you may pick up a copy of the form from the Residential Life office. The form must be submitted for review 2 weeks before you wish to be released. There are deadlines for submitting the lease release form prior to each quarter – please see the form for deadlines. All completed forms and supporting documentation must be returned to the Residential Life office. A decision regarding the release will be emailed. If a student is denied, he/she may send a written appeal to the Dean of Student Life and Undergraduate Recruitment. Approval of a lease release does not guarantee approval to reside off campus. This process is housed in the Student Affairs Office located in Keeny Hall 305.

### **RETURN TO HOUSING FROM MEDICAL OR BEHAVIORAL TREATMENT OR CARE**

Any student transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, must meet with the Director of Student Conduct prior to returning to their campus housing assignment. Per direction of the Director of Student Conduct and/or the Director of the Counseling Center, a decision may be made to relocate the student to another on-campus location or remove the student from campus housing, if necessary.

### **ROOM/APARTMENT ENTRY BY STAFF**

At times University staff may need to access a student's room and/or apartment. The following are some of the circumstances in which a staff member (professional, maintenance, custodial, or student) may enter:

- If it is determined to be an immediate threat or danger to the health and/or safety of a resident or property.
- During fire drills, alarms, or necessary evacuation procedures.
- To allow entry to a resident of the room/apartment should he/she profess to be locked out.
- To conduct pest control treatments.
- To change air filters in units during routine maintenance work.
- To attend to and complete a request for maintenance or repair work reported in the room/apartment.
- To conduct weekly room inspections for health and safety concerns of the community and to uphold the rules and guidelines of campus living.
- To perform check out duties once a resident decides to leave the room or at the end of the quarter/academic year.
- When it is necessary to maintain security or discipline.

- When there is believed to be an imposed threat to residents or a disregard for the rules and regulations of campus living.
- To turn off any loud, noisy devices or alarms that are disturbing the community.
- To perform occupancy checks specifically during the first few weeks of each quarter.

# ***SAFETY***

## **EMERGENCY COMMUNICATION**

In the event of an emergency, the University will communicate with students utilizing one, if not all of the below means:

***TECH EMAIL:*** All affected students will receive information and/or direction through their Tech email address.

***EMERGENCY TEXT MESSAGING SYSTEM:*** To receive text messages regarding emergency notifications, you must sign up through your BOSS account. Please update this information regularly.

***UNIVERSITY EMERGENCY RESPONSE WEBPAGE:*** The university web site: <https://ert.latech.edu> will provide emergency related information as necessary.

## **EMERGENCY PREPARATION**

To best prepare for any emergency situation, you should carefully read all information provided in this document in advance. We recommend that you always check your official Tech email address for correspondence and contact University Police in the event of an emergency: 318-257-4917. University Police are available 24 hours a day and 365 days of the year.

## **ESCORT SERVICE**

Residents may contact University Police at 318-257-4018 to request a security escort after dark. The security escort golf cart will pick up students from parking lots, residential facilities or other buildings on campus and escort them to another campus location at their request. The escort service is not available during inclement weather.

## **PERSONAL SAFETY**

In order to remain safe, we recommend that you follow several personal guidelines during your time with us on campus:

- Lock your doors and windows both in your room/apartment and in your vehicle at all times.
- Stay in contact with others about your whereabouts and your plans. For example, if you plan to jog around campus alone, let someone know the route in which you plan to take.
- Avoid walking alone if at all possible.
- Stay in well-lit, visible areas of campus.
- Contact University Police if you feel threatened or concerned for your safety.
- Never post personal information such as your phone number or place of residence on social media.
- Remain vigilant and report any concerns for your community.
- Do not prop open doors in any campus location and never let someone into a building that you do not know or seem suspicious of.

### **SEVERE WEATHER**

In situations in which severe weather is anticipated, residents should follow all instructions issued by Residential Life staff and should closely monitor University updates on the ERT webpage: <https://ert.latech.edu>

Should a severe thunderstorm or tornado occur, you should immediately move to the interior, lowest floor possible of your hall or apartment, away from all windows. In our traditional halls, we recommend the first floor hallways. In our suites, we recommend your bathroom. In our apartments, we recommend either the interior hallway or bathroom on the lowest floor of your unit, away from windows.

### **CANCELLATION OF CLASSES**

If classes are cancelled for any reason, please continue to monitor the University webpage for updates: <https://ert.latech.edu>

Residential facilities remain open unless otherwise directed. Please contact your RA or Hall Director if you have any questions. They will be able to direct you with what services are available and open to students on campus.

### **COMMUNITY HEALTH CONCERNS**

As residents live in close proximity to one another, there may be issues that arise as a possible concern of community health such as bed bugs, staph, lice, etc.). If you or someone you know experiences any of these issues, please let Residential Life staff know immediately. We will protect the privacy of the student or student(s) involved while working with health/safety professionals in determining if there is, in fact, a health concern present and how best to provide information to the community, if necessary. There may be some situations where notifying the community is not deemed necessary. Any serious concerns will be addressed appropriately and timely.

### **COVID-19 RESTRICTIONS AND RESPONSES**

The Department of Residential Life seeks to keep our residential community safe and healthy – both for our residents and our staff. You should wear a mask at all times while in community areas and hallways or outside of your room. Wash your hands regularly and utilize hand sanitizer stations.

All common areas within our residential communities have been evaluated to determine how many may occupy the space while being able to maintain appropriate social distancing. The limitations for the common spaces are denoted by signage. Residents should pay close attention and abide by the regulations. Furniture has been rearranged to encourage social distancing – do not alter the arrangement of furniture. If students fail to abide by the regulations of common space usage, the space may be closed for use until a later date.

Residents may only have other Louisiana Tech residents visit them within the residential community. No outside guests will be allowed until deemed safe by the University. All

other guidelines regarding visitation as far as hours and ratio will still be monitored and upheld. Only one guest is allowed to visit a room at a time.

If you have tested positive for COVID-19, please notify Stacy Gilbert by email at [stacyc@latech.edu](mailto:stacyc@latech.edu) and plan to vacate your room to an assigned isolation space within 6 hours of learning about a positive test and requesting to remain on campus during isolation. Residential Life staff will be available to assist in reassigning to isolation locations. If a roommate is considered a contact, he/she will need to self-quarantine. At the time he/she tests positive for COVID-19, he/she may also be relocated to an isolation location.

Community spaces and high touch areas such as door handles, faucets, etc. will be sanitized 7 days a week. Residents are expected to keep their assigned rooms/apartments clean, as staff does not enter these locations for regular cleaning.

Our staff is instructed to wear face masks at all times when interacting with you and will strive to limit the number of gatherings in the communities. They will utilize Zoom to conduct wellness checks as necessary.

Any resident found in violation of our residential community safety and health protocols may be subject to behavioral sanctions and/or restriction of visitation privileges. We encourage you to be vigilant to help us maintain a healthy living environment for all and appreciate your consideration of others.

### **FIRE/FIRE ALARM**

If a fire alarm sounds, remain calm and leave the building immediately. Fire drills are conducted twice each quarter as a safety measure. All residents should leave the building if the alarm sounds or an emergency situation is perceived. If a resident refuses to leave during a drill or emergency situation, he/she may incur student conduct sanctions.

Please evacuate your building and go to the following locations:

<b><i>Housing Community</i></b>	<b><i>Outdoor Meeting Location</i></b>
Adams Hall	Dudley Suites Courtyard
Aswell Hall	Adams Boulevard lot
Aswell Suites (A, B, C)	Parking lot in front of Carson Taylor
Caruthers Commons (University Park)	Lambright Parking Lot
Cottingham Hall	Cottingham Parking Lot
Dudley Hall	Dudley Suites Courtyard
Dudley Suites (A, B, C, D, E)	Dudley Suites Courtyard
Graham Hall	Graham lot closest to California
Harper Commons (Legacy Park)	Parking lot between Harper Commons and Graham Hall
Hutcheson Commons (Park Place)	Hutcheson Parking Lot/McFarland Parking Lot
Jenkins Commons (Park Place)	McFarland Parking Lot/Western Street Lot



Kidd Commons (University Park)	Kidd Courtyard
McFarland Commons (Park Place)	McFarland and Hutcheson Parking Lot
Mitchell Hall	Mitchell Parking Lot
Neilson Commons (University Park)	Neilson Parking Lot
Pearce Commons (Legacy Park)	Pearce Parking Lot
Sutton Commons (University Park)	Sutton Courtyard
Thatcher Commons (University Park)	Lambright/Thatcher Parking Lot

### **VIOLENT INTRUDER/ACTIVE SHOOTER**

Please make sure you sign up for the emergency notification system through your BOSS account. When you receive notification of an event occurring, you should secure your windows and doors, turn off lights or electronics that might show you are occupying the room, and stay quiet. At no point should you enter the hallway or an open area, unless directed to do so by emergency personnel once it is deemed safe. Seeking shelter and following mandatory emergency notification directions is mandatory.

## ***SERVICES***

### **CABLE TELEVISION SERVICES**

Standard digital cable services are included in all residential communities. To access cable, you will need to provide the cord to connect from your TV to the box in the wall.

### **DOGFLIX**

Louisiana Tech offers students access to Dogflix, which is a version of Netflix for students who are using a University IP address. All residential students are able to visit [dogflix.latech.edu](http://dogflix.latech.edu) to gain access to over 100 movies to watch free of charge.

### **COMPUTERS & INTERNET**

Wifi is not provided in all residential communities. However, you may bring your own password-protected router. Ethernet internet connection is provided in all rooms and can be accessed by purchasing an Ethernet cord. Information about connecting to the internet is provided at move in. Should you have any computer-related or connectivity issues, please contact the Help Desk at 318-257-5300.

### **DINING SERVICES**

All students residing on campus must participate in a university meal plan. There are several plans for students to select from that will best meet their dining needs. Please contact Tech Express to make any alterations to your dining plan.

### **DUTY NIGHTS WITH RAS**

Resident Assistants work nights at the front desk of each traditional hall on Sundays-Thursdays from 8:30pm to 12:30am and on Fridays and Saturdays from 10pm to 12am. During this time, he/she monitors visitation, performs rounds of the building, assists residents with lock-outs and maintenance needs and performs other necessary functions of the position. In our suites, one staff member serves as on call in the lobby of their assigned hall for all suite buildings. The information regarding the on call schedule can be found posted in the lobby of your building. In our apartments, a resident assistant serves on "week duty" and is on call for any needs from 5pm-12am. Police can assist after midnight and before 8am.

### **HEALTH & SAFETY CHECKS**

University staff can conduct health and safety checks at any point throughout the year. If the residents are found to be in violation of a health and safety check, the staff member will leave a note to notify the student of what needs to be cleaned, modified or removed. The staff member will return after 48 hours to ensure the changes have been made. If the students are found in violation at that second check, they could be charged a cleaning or damage fee or be written up for a behavioral sanction.

### **HEATING & COOLING**

Most of our traditional halls operate on a system of heated and chilled water, which prohibit us from switching between heating and cooling quickly. Residential Life in

conjunction with our Physical Plant staff evaluates weather seasons to determine when to switch between cooling and heating. Our apartments must be careful not to turn their air down below 68-70 degrees so as not to freeze the units. Some residential units enable you to switch between heating and cooling as desired and should be monitored to ensure the units are not overworked.

### **HOUSEKEEPING**

Residence Halls/Suites: Housekeeping is completed five days a week, Monday through Friday, with limited cleaning on Saturdays and Sundays. The Department employs custodians in each hall and suite who maintain the cleanliness of the common areas: community baths, hallways, lounges, kitchens, and stairwells. Housekeepers do not enter a resident's room.

Apartments: Residents are responsible for cleaning, maintaining, and purchasing supplies for their apartment, including commons areas and bathroom(s). Residents are expected to utilize the provided trash receptacles for household trash ONLY.

### **INSURANCE -PROPERTY**

The University is not responsible for loss due to theft, flood, fire, 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 residential properties. This policy includes student rooms, storage rooms, and automobile lots, as well as other residential 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.

### **LAUNDRY FACILITIES**

Louisiana Tech does not offer a linen service. You are responsible for laundering your own items. Washers and dryers can be found in each residence hall and in each apartment within University Park Phase 2, Park Place and Legacy Park. University Park Phase 1 apartments share a common laundry area. The suites have laundry machines located on each floor. Common laundry areas in the traditional halls and within University Park Phase 1 are charged \$0.75 to wash per load and \$0.75 to dry per load. Most locations enable students to utilize their Tech Express to pay for laundry services. We recommend that students not leave their items unattended while laundering.

### **MAINTENANCE**

Residential Life has a small maintenance team that can tend to maintenance needs. Reports involving plumbing, electricity, heat/air and a few other circumstances are handled by the University's Physical Plant (or Buildings and Grounds). Requests for services are reviewed by our office, sent to the Physical Plant if necessary and prioritized with safety being the primary concern.

You may notify an RA about any maintenance problems in your room/apartment or on your floor. You may also contact our Maintenance office directly by calling 318-257-4038

or contact your Coordinator. Emergency maintenance situations should be reported immediately.

### **ROOM CHANGES**

Any student may request a room change on Tuesdays, Wednesdays and Thursdays by visiting the Room Assignment Office in Wyly Tower across from the BARC office. Room swaps must be mutual and both students must be present. Students may check into their new assignment and move after noon on Fridays. All students must be checked out of their old location by midnight on Sunday. Room changes are open throughout the quarter except for the first week and a half of each quarter, as occupancy checks are completed. Should an emergency occur and a student needs an abrupt room change, he/she may speak directly to his/her coordinator in the BARC and the coordinator will assist in making the necessary accommodations.

### **RESERVATIONS**

Housing reservations for returning students for the academic year are often conducted in February/March. The process is reevaluated each year specific to student housing needs and availability. The Department of Residential Life will send an email to all campus residents in January that outlines the reservation process in detail. A staff member will also place a copy of the information on the resident's bed. All residents are responsible for checking their Tech email to receive the most up-to-date information in regards to housing reservations.

### **PACKAGES**

All campus residents will be assigned a P.O. Box at the Tech Post Office. You may receive your mailbox and instructions on how to access it at the Post Office.

To send mail and packages, please follow this address format:

Example:

Student name  
305 Wisteria  
P.O. Box #1234  
Ruston, LA 71272

John Smith  
305 Wisteria  
P.O. Box #1234  
Ruston, LA 71272

All packages can be picked up at Louisiana Tech's Post Office. When a package is received at the Post Office, you will be sent an email to notify you. You must bring your Tech ID card to the Post Office to retrieve your package.

### **PARKING**

All vehicles parked on campus must have valid and updated parking decal, which can be obtained in the Traffic Office within the Police Station. You are responsible for knowing and following all university parking regulations. You will receive a copy of these regulations when you purchase your parking decal.

**PEST MANAGEMENT**

Residential Life contracts with companies to provide preventative treatments for pest control. Cleanliness in your room plays a major role in keeping unwanted pests away. If you discover a pest in your room, please notify our Maintenance office at 318-257-4038.

**TELEPHONES**

Local telephone service is not provided in our campus housing facilities. Our residential student staff members are the only ones with local telephone service. You may contact your RA by calling their campus number.

**VENDING**

Vending machines are located in each traditional residence hall and community laundry facilities at the University Park apartments. Most operate with cash or the Tech Express card.

## **IMPORTANT NUMBERS**

***All numbers begin with area code 318 and prefix 257.***

*Ex: To call Tech Police, dial 318-257-4018*

Admissions	3036
Applied and Natural Sciences	4287
Athletics	4111
Bulldog Achievement Resource Center	4730
Basic and Career Studies	4730
Bookstore	3066
Business	4526
Campus Dining	2327
Career Center	4336
Computing Center, Help Desk	5300
Counseling & Career Services	2488
Disability Services	4221
Education	3712
Engineering and Science	4647
Financial Aid	4866
First Year Experience	4730
Graduate School	2924
Honors Program	3282
Housing Office	4917
Housing Maintenance Office	4038
ID Office	4553
International Student Office	4321
Lambright Intramural Sports Complex	4634
Liberal Arts	4805
Library	3555
Multicultural Affairs	2077
Police	4018
Post Office	3494
Registrar	2176
Student Activities & Facilities Reservation	3479
Student Affairs	2445
Student Conduct and Academic Integrity	3396
Student Government Association	4565
Tech Care	4866
Tech Express/ID Office	4553
Traffic Office	2921
Union Board	4237
Writing Center	4477



## ***RESIDENTIAL STUDENT STAFF LIST***

### **ADAMS HALL**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Adams HD Apartment	318-257-4894
1 <sup>st</sup> floor RA	Adams 125	318-257-3835
2 <sup>nd</sup> floor RA	Adams 223	318-257-3487
3 <sup>rd</sup> floor RA	Adams 323	318-257-4601

### **ASWELL HALL**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Aswell HD Apartment	318-257-4567
1 <sup>st</sup> floor RA	Aswell 121	318-257-2268
2 <sup>nd</sup> floor RA	Aswell 215	318-257-3540
3 <sup>rd</sup> floor RA	Aswell 327	318-257-4027

### **ASWELL SUITES**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director (Aswell B)	Aswell B 105	318-257-4520
Aswell A RA	Aswell A 103	318-257-3021
Aswell C RA	Aswell C 104	318-257-2648

### **COTTINGHAM HALL**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Cottingham HD Apartment	318-257-4508
2 <sup>nd</sup> floor RA	Cottingham 212	318-257-4318

### **DUDLEY HALL**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Dudley HD Apartment	318-257-4473
1 <sup>st</sup> floor RA	Dudley 119	318-257-3104
2 <sup>nd</sup> floor RA	Dudley 200	318-257-3566
3 <sup>rd</sup> floor RA	Dudley 300	318-257-2868

## DUDLEY SUITES

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director (Dudley B)	Dudley B 101	318-257-2651
Dudley A RA	Dudley A 102	318-257-2650
Dudley C RA	Dudley C 103	318-257-2652
Dudley D RA	Dudley D 103	318-257-2654
Dudley E RA	Dudley E 103	318-257-2655

## GRAHAM HALL

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Graham HD Apartment	318-257-3501
1 <sup>st</sup> floor RA	Graham 108	318-257-2972
2 <sup>nd</sup> floor RA	Graham 209	318-257-3628
3 <sup>rd</sup> floor RA	Graham 309	318-257-4800

## MITCHELL HALL

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Mitchell HD Apartment	318-257-4273
Basement South RA	Mitchell 014S	318-257-2829
1 <sup>st</sup> floor South RA	Mitchell 114S	318-257-2245
2 <sup>nd</sup> floor South RA	Mitchell 214S	318-257-2310
3 <sup>rd</sup> floor South RA	Mitchell 314S	318-257-2448
Basement North RA	Mitchell 039N	318-257-4685
1 <sup>st</sup> floor North RA	Mitchell 139N	318-257-4702
2 <sup>nd</sup> floor North RA	Mitchell 239N	318-257-4680
3 <sup>rd</sup> floor North RA	Mitchell 339N	318-257-4411

## UNIVERSITY PARK APARTMENTS

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Neilson D 102	318-257-3544
Resident Assistant	Neilson D 102	318-257-3544
Resident Assistant	Kidd C 202	318-257-4543
Resident Assistant	Kidd C 202	318-257-4543
Resident Assistant	Caruthers D 101	318-257-2688/318-257-2791
Resident Assistant	Caruthers D 101	318-257-2688/318-257-2791

## **PARK PLACE APARTMENTS**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Hutcheson A 101	318-257-3137/318-257-3051
Resident Assistant	Hutcheson A 101	318-257-3137/318-257-3051
Resident Assistant	Jenkins B 101	318-257-2672
Resident Assistant	Jenkins B 101	318-257-2672

## **LEGACY PARK APARTMENTS**

<b><i>Position</i></b>	<b><i>Location</i></b>	<b><i>Room Phone #</i></b>
Hall Director	Pearce B 101	318-257-3638
Resident Assistant	Pearce B 101	318-257-3638
Resident Assistant	Harper B 101	
Resident Assistant	Harper B 101	