



NICHOLLS  
STATE UNIVERSITY

**Housing & Residence Life Handbook**

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## **WELCOME HOME!**

On behalf of the Office of Housing and Residence Life, I would like to welcome you to campus living at Nicholls State University (NSU).

You have joined a community that encourages learning in all aspects of life. Living in campus housing, you will find that we are “more than just a place to live!” We provide facilities, programs, and services that will assist you in achieving your academic goals. I encourage you to get involved in your community, participate in the various residential programs, and become involved in your residential council to make a difference in your living community. Additionally, between our student assistant and resident assistant positions, we have 100 student leader positions within Housing and Residence Life, so there is something for you!

The Housing & Residence Life Handbook is provided to acquaint you with the services, procedures, and amenities available to you as a Nicholls State resident student. The Handbook also informs you of the policies, rules, and regulations within the residential communities which you and your guests are expected to know and follow. Your understanding of and respect for these issues are critical to your success as a campus housing resident.

If you have any questions, the entire Housing and Residence Life staff is eager to respond to your needs. Please let us know what we can do to assist you!

Hayward B. Guenard, Director

## **Expectations**

This handbook is a compilation of information regarding residence life and housing at Nicholls State University. Students are expected to read and be familiar with the contents of this handbook. The University assumes that students have read it thoroughly and become acquainted with all the policies and regulations it covers. Whether resident or non-resident, student or guest, the rules listed herein are applicable under the designated circumstances.

The information in this handbook is up to date as of the time of publication. Changes may occur following its publication, however. If so, appropriate notification will be made.

While this handbook covers most of the University's guidelines and policies, students should be familiar with other publications of the University as well, among them the Code of Student Conduct, University catalog, and various brochures. If any item in this handbook seems vague or ambiguous, please address questions to the Housing & Residence Life Office for clarification.

Please note that throughout this handbook residence halls refer to Ellender, Calecas, Babington, Millet, Scholars, and Zeringue Halls. La Maison du Bayou is referred to as apartments.

## **Responsibilities**

By applying for admission, all students assume full responsibility for their conduct and actions while at Nicholls State University. Nicholls State University assumes a non-custodial relationship with students. Each student is considered an adult and is accordingly susceptible to legal responsibility for his or her acts or omissions. In the event any assertion or claim for damages is made against Nicholls State University due to the negligent or intentional act or omission of any student, the University reserves the right to seek contribution from or indemnity by the student as to all such claims, damages, costs, or expenses incurred by the University in connection with such claim.

## The Residential Experience

On campus living should be an enjoyable and rewarding experience with opportunities for self development. To encourage that process, students are expected to follow all residential living regulations and to be considerate of others and of University property at all times. The residential experience requires an increasing level of physical, psychological, and emotional independence on the part of students. It is the University's expectation that all residential students will be capable of living independently and unassisted within the residential facilities. The University retains the prerogative to decline housing for students who are unable to meet the University's housing expectations.

Nicholls State University policy supports retention research which demonstrates that students who reside on campus are better able to form an important connection, academically and socially, with peers and faculty. Further, there is some evidence that residential students achieve higher grades than their nonresidential counterparts. Students who become involved as members of the college community are more likely to invest greater effort in learning. In support of the educational mission of Nicholls State, all unmarried full-time undergraduate students are required to live in on-campus housing as long as space is available unless the student:

1. has earned 90 credit hours prior to the first day of fall semester classes,
2. is 21 years of age by the first day of fall semester classes,
3. is living with his/her parents, grandparents, or married sibling and commuting daily to Nicholls from their permanent primary residence,
4. is married or a single custodial parent,
5. is a nontraditional student, or
6. has a documented financial, medical, or personal hardship and receives approval from Housing & Residence Life.

The University reserves the right to request students who drop to part time status to live off campus. Students desiring to live off campus who do not fall under an approved exemption must submit an exemption application and receive approval from Housing & Residence Life prior to committing to an off campus accommodation.

Full time students who begin the academic year in residence on campus commit themselves to a full academic year of residence in University housing except for marriage, graduation, or resignation from the University. Residents who earn 90 credit hours or who reach 21 years of age during the period of the contract but after the first day of fall classes are not automatically exempted from the University's on-campus residency requirement. Requests for exceptions are to be directed to Housing and Residence Life. Students found in violation of the housing requirement policy will be charged for housing and meals.

Residence life at Nicholls State University promotes students' individual and academic development. It is the wish of the Housing & Residence Life Staff that disciplinary actions will not be necessary and that every resident will make a sincere effort to abide by the standards set for the residential community.

Violations of policy are considered a breach of the community standards. Housing and Residence Life strives to enforce residential and University policies and regulations in a consistent, fair, and unbiased manner and reserves the right to apply sanctions based on individual circumstances.

## **GENERAL HOUSING INFORMATION**

### ***Apartment Housing:***

The apartments at Nicholls State provide a more independent living environment for students and require a mature and responsible resident. Students are expected to take an active role in the apartment's care and upkeep. Residents who fail to uphold housing regulations and expectations as published in the Housing and Residence Life Handbook and housing materials may receive disciplinary sanctions. Students must earn a minimum of 30 credit hours to be eligible for apartment housing.

### ***Break Periods:***

All University housing except facilities designated by the University is officially closed for breaks during fall and spring semesters. Residents needing housing during the Thanksgiving, Mardi Gras, Easter, and/ or Spring Breaks should request and submit a break housing contract for the academic year. The rate for a break housing contract is higher than the standard academic year contract in order to cover the break periods. Residents are encouraged and expected to leave campus during all break periods.

Only La Maison is open during the period between fall and spring semesters. Residence hall students who need housing between the fall and spring semester may request housing for that period. Requests for such housing may be granted on a space available basis. There is an additional charge for housing between the two semesters. If a resident is returning to the same residence hall room in the spring semester, the resident may leave belongings in the room over the break period. Residents who request to move to a new assignment in the spring semester are required to pack and remove all belongings and officially check out of housing at the end of the fall semester. While University police are available during break periods, all campus departments, including Housing & Residence Life, operate with minimal staff and reduced services.

### ***Bulletin Boards:***

Bulletin boards provide residents information on issues, activities, events, services, policies, and general information. All decorations, flyers, brochures, and information must be approved by Housing & Residence Life prior to posting. Flyers, bulletins, banners, brochures, and other materials may not be posted on walls, columns, counters, furnishings, or windows of any housing areas without approval and permission of Housing & Residence Life. Bulletin boards located by Housing & Residence Life staff rooms are for staff use only. There are bulletin boards designated in each housing area for announcements and postings. Only approved tape, staples, or push pins may be used when posting on the bulletin boards. Postings using any other adhesive or items may be removed and the person(s) or group(s) sponsoring the posting(s) may be billed for any damages resulting from the use of the inappropriate adhesive and/ or item. Damaging, tampering, and/ or destroying the materials approved and appropriately displayed on residential bulletin boards may be considered vandalism and sanctioned accordingly.

### ***Cable Television:***

Each room/apartment and various lounges within the residence halls are connected to cable. Any problems with cable service should be reported to Housing & Residence Life. Private satellite dishes are not permitted. Splicing cable into rooms is not permitted.

### ***Card Access:***

Residential students must use their Nicholls State student identification card to access the residential areas for which they have approved access. Use of another student's identification card and/ or providing one's card for use by another individual to gain access to the Nicholls State residential facilities is not permitted. All residents must swipe their Nicholls ID card in the card reader each time they enter the residence hall.

### ***Check-In Inspection:***

Prior to the students' arrival, all residential facilities are carefully inspected by staff members utilizing an Inventory and Condition Report (ICR). At check-in, the resident will be asked to thoroughly inspect the assigned room/apartment and note any additional conditions or discrepancies on the ICR. The resident will be held responsible for any damage(s) and/or change(s) in the condition of the room/apartment not previously indicated on the ICR.

### ***Check-Out Inspection:***

All residents are expected to leave their room in as good of condition as when they checked in.

Students must schedule an appointment to personally check out with a member of the Housing & Residence Life Staff. The staff member will compare the current condition of the room/apartment to the condition noted on the room's Inventory and Condition Report completed when the student moved into the room/apartment. The room must be cleaned and free of all personal belongings prior to being reviewed by staff. Professional housing staff will make an inspection shortly after the semester ends to make any assessments for damages and/or fines. The resident may be held responsible for damage(s) and/or change(s) in the condition of the room/apartment not previously indicated on the Inventory & Condition Report. Only professional housing staff may determine and/or assess fines. Students who do not properly complete the check-out procedures may be fined.

Things to do when moving out:

- Remove decorations and decorating materials from all surfaces (walls, doors, windows, desks, shelves, dressers, etc.)
- Remove all personal belongings
- Remove all food items and clean refrigerator and microwave
- Lower all beds to the level specified by staff
- Empty and clean closets, cabinets, drawers, and counters
- Take all trash to the dumpsters outside the building
- Sweep floors, mop tile floors, and vacuum any carpeted areas.
- Clean mirrors, sinks, toilets, showers, tubs, counters, windows, refrigerators, microwaves, stoves, ovens, and appliances
- Dust all furniture, blinds, and windowsills

Failure to clean the room/suite/apartment may result in a fine in addition to charges for cleaning and/or restoring the room to an acceptable condition. Other assessments may result if damage is found to the room or its furnishings.

Improper Check-Out:

- Failure to schedule a check-out appointment
- Failure to vacate prior to the time established by the Housing & Residence Life
- If changing rooms, failure to move within 48 hours and/or to fully vacate previous room
- Failure to follow procedures set by the Housing & Residence Life office

Failure to check out properly may result in a fine. Students must check out within 24 hours after their last exam each semester. Graduating seniors and students involved in the graduation ceremonies must check out by 10:00 a.m. the morning after graduation.

### ***Common Area:***

Common area is defined as area available for use by all residents of the facility. This may include lobbies, lounges, stairwells, hallways, breezeways, patios, computer labs, kitchen areas, laundries, and elevators.

### ***Common Damages***

When damage occurs that is not considered routine, every effort is made to identify the individual(s) responsible for the damage. However, if the responsible individual cannot be identified, the residents of the floor, wing or building may be assessed common area charges that will be split among all residents involved. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident's account.

### ***Communications with Residents:***

Housing & Residence Life communicates with residents primarily through their Nicholls State University e-mail and the telephone number associated with the land line which corresponds to their housing assignment.

### ***Computer Rooms:***

Each residence hall has a designated area equipped with computers. No food or drink is permitted in the computer rooms. Personal and/or unauthorized software shall not be placed or used on the computer room equipment. Residents are responsible for providing their own paper for printing. The equipment in the residence hall computer rooms is to be used for residents' academic work and personal communication. Inappropriate use of the equipment, including downloading inappropriate, offensive, and/or pornographic materials, is prohibited and will result in disciplinary action.

### ***Contract Cancellation:***

The academic year housing contract is for both the fall and spring semesters. The summer housing contract is for the summer session(s). Residents wishing to request cancellation of their contract must complete the Housing and Food Service Contract Release Request, which may be obtained in the Housing & Residence Life office.

### ***Deliveries:***

Students who request floral or other such deliveries to the residence halls must make arrangements to receive such deliveries in person in the lobby of the residence hall. No deliveries may be made directly to individual rooms.

### ***Deposit:***

Each resident must submit a \$250 housing deposit with the housing application. \$50.00 of the deposit is a nonrefundable processing fee. The remaining \$200 may be refunded to the resident when the resident graduates or upon completion of the contract term. The deposit will not be refunded if the resident cancels the contract before the contract ends. If the resident has a balance remaining on his/her University account, the refund will be applied to these charges. The deposit is forfeited and will not be refunded if the resident cancels the Housing and Food Service Contract before the contract ends.

### ***Disruption of Service:***

Nicholls State University will not be liable for disruptions to any services that are beyond the University's control and that are restored within a reasonable amount of time.

### ***Double Rooms as Single Rooms:***

Residents may request to have a double room in a traditional residence hall assigned to them as a single (e.g., only the resident assigned to the one side of the suite). Such assignments are made on a space available basis and cannot be guaranteed. There are additional charges for these rooms.

### ***E-Mail:***

Housing & Residence Life communicates extensively with residents through their Nicholls State University e-mail accounts. Residents are expected to check their Nicholls e-mail daily.

### ***Emergency Exit Only Doors:***

Doors marked for emergency exit only shall not be used to enter or leave a building except when exiting the building during an University emergency situation. All doors in residence halls other than the primary lobby entrances are designated for emergency exit only.

### ***Emergency Preparedness and Procedures:***

The University has emergency notification and response plans in place, including campus evacuation plans. In the event of an emergency, residents will be informed of the state of the emergency and the response expected of them. Residents and their guests are expected to comply with all directives from staff. Residents are strongly encouraged to register for the University's emergency notification data base. The link for registration may be found on the University's home page at [www.nicholls.edu](http://www.nicholls.edu). Fire drills are scheduled during the academic year in all residential facilities.

### ***Energy Conservation:***

Conserving energy is both economically and ecologically wise. Utility and water costs are factors that affect room rates. Students are expected to turn off lights, fans, appliances, and other electrical items when not in use, to set thermostats at conservative levels, and to help conserve energy in all possible manners.

### ***Exterior Entrances and Doors:***

Exterior entrances and doors in the residence halls must remain locked unless authorized by Housing & Residence Life. Locked doors must not be compromised in any manner, including propping doors open, placing a wedge between the door and frame, holding the door open, and/or providing entry for unauthorized individuals. Compromising exterior doors may result in disciplinary action.

### ***Fire Alarm Evacuations:***

When building alarms sound, residents and guests shall evacuate the building immediately and gather in the designated evacuation location. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident's presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action.

### ***Housing and Food Service Contract:***

To live on campus, a student must complete a Housing and Food Service Contract. This document sets forth the conditions and terms of occupancy and may not be assigned to another person in any way. The individual signing the contract is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Every resident in campus housing must have a current signed contract on file. The academic year contract includes the designated fall and spring semesters. The academic year contract does not include the period between the fall and spring semesters. The summer contract covers the designated summer session.

## ***Housing & Residence Life Staff:***

The Housing & Residence Life Staff includes the Director and Associate Director of Housing & Residence Life, Area Coordinators, Coordinator for Facilities, Administrative Assistants, and Maintenance and Custodial staff. The Head Residents and Resident Assistants are upperclass student paraprofessionals who live within designated areas of campus housing. Student Assistants and Administrative Coordinators staff the entry desks in the housing facilities. The professional and paraprofessional staff supports residents' academic and personal development, provides assistance and referrals for residents, coordinates programming, provides on duty coverage, and enforces residential and campus policies and regulations.

## ***Housing Opening & Closing:***

Opening dates and times are designated and announced for each semester. Early arrivals are typically not permitted. A student is expected to vacate his/her assigned housing no later than 24 hours after the student's last final exam. Graduating seniors are expected to vacate their assigned housing no later than 10:00 a.m. on the day following graduation.

## ***Identification Card:***

Residents must carry their University issued student identification ("Colonel Card") card at all times. Lost cards should be reported immediately to the Colonel Card office located in the Student Union and to the Housing & Residence Life office located in the La Maison clubhouse. Residents are required to show their ID when requested by an University staff member, including the Housing & Residence Life Staff.

## ***Incident Report:***

The incident report documents alleged violations of residential and/or University policies, procedures, rules, and/or regulations. The incident report is completed by the Housing & Residence Life Staff and submitted to Housing & Residence Life. The report documents the facts, observations, and relevant information regarding the incident. The submission of an incident report does not automatically mean a resident is deemed responsible for the alleged violation. Please refer to Student Conduct section for additional information.

## ***Information Report:***

The information report documents activity, occurrences, and relevant information within and about the residential areas. The report is used for administrative informational purposes and not for student conduct incidents.

## ***Inventory & Condition Report (ICR):***

The Inventory & Condition Report (ICR) states the condition of the residence hall room/apartment, including furnishings. The student receives this document when s/he moves into the room/apartment and is expected to inspect the room/apartment and review the report. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the report. The student must return the signed report to Housing & Residence Life within 24 hours of receiving it. The ICR is kept on file in Housing & Residence Life until the student moves out of the room/apartment. At that time, the ICR is used to inspect the room/apartment. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the ICR.

## ***Kitchens:***

Food preparation in the residence halls should be confined to designated kitchens specifically equipped for such activity. The use of microwaves is the only acceptable and approved method of cooking permitted in residence hall rooms.

## ***Laundry:***

Each residence hall has card-operated washers and dryers which accept the Colonel Card. All washers and dryers also accept coins. Machines cost \$1.00 to either wash or dry one load of clothing. Rates may change at any during the year. Any problems with the machines should be reported immediately to Housing & Residence Life. Washers and dryers are included in all apartment units.

## ***LaundryView:***

LaundryView provides information about the current status of laundry room equipment in each laundry room. The program allows residents to check if washers and dryers are available, as well as to monitor the progress of their laundry. LaundryView may be accessed at [www.laundryview.com](http://www.laundryview.com).

## ***Mail:***

All residence hall students must obtain a mail box in the campus post office located in the Student Union. Mail boxes for La Maison apartments are located outside the clubhouse. US Postal Service will not deliver to individual residence halls or apartments.

## ***Maintenance:***

Only NSU staff members or University-authorized contractors are allowed to conduct maintenance on/ in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering.

Any maintenance needs in your living unit or community area should be immediately reported to the Housing and Residence Life Office electronically through the Online Maintenance Request link on the Housing & Residence Life website ([www.nicholls.edu/housing](http://www.nicholls.edu/housing)). Problems may be reported at any of the desks in the respective halls or in Housing & Residence Life located in the La Maison clubhouse.

In the event of an maintenance emergency,

- During normal office hours, Monday through Friday, residents should contact the Office of Housing and Residence Life at 985-448-4479 to report the issue.
- After business hours, contact the RA on duty for emergency maintenance issues.

Maintenance issues that are considered EMERGENCIES include:

- No heat
- Power outages that impact an entire apartment, floor or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

## ***Meal Plan:***

Every student living in Nicholls State University's campus housing is required to select a meal plan. Residents may change meal plans only between the fall and spring semesters. Meal plan changes must be submitted by the announced deadline. No changes may be made after that date.

## ***Mediation:***

Mediation is strongly recommended when residents are in conflict with each other and unable to resolve the situation themselves. In mediation, residents have the opportunity to express their perspectives and feelings in a mutually respectful atmosphere and manner. Housing & Residence Life Staff are trained to assist residents in mediating disagreements and resolving problems.

## ***Missing Persons:***

A student may be considered missing if 1) there is contact from one or more concerned individuals about a specific student's absence or lack of contact which is contrary to his/her normal behavior and/or 2) if unusual circumstances may have caused the absence or lack of contact. Notification should be made to the Head Resident of the student's residence hall and to the Associate Director of Housing & Residence Life. All students living on campus have the option to register a private contact person with Housing & Residential Life who will be contacted by the Director of Housing & Residence Life or his/her designee if the student is determined to be missing. The name and contact information of the designated contact person will only be given to authorized officials within the University's missing persons procedures. All students should also be aware that, should they choose not to register a confidential contact person, University Police will still be contacted if the student is determined to be missing. Any student living in university housing who is under the age of eighteen (18) and who is not emancipated should be aware that his/her parent or guardian must be notified. All reports regarding possible missing persons must, by law, be referred to University Police.

## ***Occupancy Conditions:***

Periods of occupancy of the residential facilities by the assigned students are governed by the academic calendar. Residence halls and apartments may be occupied only by the assigned students and their guests in accordance with the visitation and guest policies. Assigned students cannot reassign or transfer occupancy to another person. With the exception of family housing, all occupants assigned to an individual room, suite, or apartment must be of the same gender. Any person living in University residential facilities without a valid contract or permission from Housing & Residence Life will be considered a trespasser. Trespassers may be subject to criminal charges of trespassing and/or loitering, and such individuals will be required to leave the residential facilities immediately. Residents who permit a person to live in University residential facilities without a valid contract may be sanctioned.

## ***Occupancy Terms:***

The terms of occupancy shall be for the full academic year (fall and spring semesters). If a student moves into campus housing after the beginning of a semester, the terms of occupancy shall be for the remaining portion of the academic year. Occupancy during session(s) other than the academic year requires a separate contract. Any student occupying a room or apartment without authorization from Housing & Residence Life after the contract period ends will be liable for late check-out fees and housing charges until the premises are vacated, as well as disciplinary sanctions. The fee for unauthorized late check-out is announced by Housing & Residence Life prior to the end of each semester.

## ***Package Delivery:***

Deliveries by UPS, FedEx, DHL, or other shipping services should be addressed as:

Resident Name

Building & Room Number

145 Cercle de L'Universite

Thibodaux, LA 70301

A notice will be sent to the resident advising him/her of the package's arrival. All packages may be picked up between 8:00 a.m. - 4:00 p.m. Monday through Friday at the Housing & Residence Life Office located in the La Maison clubhouse. Any package not picked up within 14 days will be returned.

### ***Parking:***

All residents are required to display a current University parking permit and to park only in the lot(s) designated by their permit. Any vehicle parked in a lot not approved for its displayed permit is subject to being ticketed. Non-resident guests visiting the residence halls or apartments must obtain a temporary guest permit from University Police prior to parking on campus. There is no fee for the temporary guest permit. Any apartment guest visiting overnight must also obtain a La Maison guest parking pass from the Housing & Residence Life Office prior to parking at La Maison.

### ***Personal Belongings:***

The University cannot assume responsibility for the personal belongings of students or for any damages to personal property. This refers to all areas on campus and to personal property taken off campus in connection with a University function. Personal items of value such as phones, electronics, computers, televisions, jewelry, etc. should be properly insured through the resident's personal insurance policy. Insurance coverage for residents' property is not included in or available through the University's institutional insurance coverage. Personal property should be marked for identification. Serial numbers and other identification information for electronic equipment and other personal property should be recorded and filed for reference purposes. It is the responsibility of students to lock the door(s) and window(s) of their rooms/apartments. Vehicles should be locked, and books, bags, and other personal property should not be left clearly in view on the seats and floor of vehicles. Personal property accidentally left behind in the residence hall or apartment after the closing of campus housing may be reclaimed up to seven days after departure. After that point, all remaining items become property of Nicholls State and will be disposed of at the discretion of the University.

### ***Programming Fee:***

A residential programming fee is assessed to each resident each semester to fund activities, events, and services for residents provided through Housing and Residence Life.

### ***Property Insurance:***

The resident assumes the risk of theft, loss, damage, or destruction of personal property which may occur in the housing area. The University assumes no responsibility for residents' personal property. It is strongly recommended that residents cover their personal property through a family or personal insurance policy.

### ***Residence Hall Door Access:***

For the safety and security of residents, residence halls will be accessed through the use of an ID card reader located at the primary entrance door(s) of the residence halls. Residents should carry their student ID cards at all times in order to enter their residence hall. Each resident is expected to swipe his/her ID card in the card reader each time s/he enters the building. Residents should not allow unescorted guests or other unknown persons to "piggyback" on their entry. If residents observe others providing such improper access, the residents should report the situation to a Housing & Residence Life staff member and/or the front desk staff immediately.

## ***Residence Hall Association (RHA):***

RHA serves as the voice for all residential students. Every student living on campus is a member of this student organization which provides leadership opportunities, seeks to enhance campus living by working with Housing & Residence Life on important housing issues, and provides activities and programs in the residential community. The RHA advisor may be contacted in the Housing & Residence Life office.

## ***Resignation from University:***

A student who resigns from the University must vacate his or her residence hall/apartment and check out within 24 hours of the resignation unless permission to stay longer is granted by Housing & Residence Life. Students who occupy any housing facility but check out before the first day of classes during the first semester of the contract period will be charged a pro-rata charge for housing and, as applicable, meals for the number of days the student has a key to the assigned housing space and/or belongings in the housing space. Students who resign from the University after the first day of classes during the first semester of the contract period will receive a refund/credit of charges in accordance with the schedule published for refund of tuition and fees. The housing and food service deposit will be forfeited.

## ***Room Changes:***

It is expected that residents will remain in their assigned rooms/apartments throughout the contract period. All room change requests begin in Housing & Residence Life. Room changes must be completed within 48 hours of approval unless otherwise approved by Housing & Residence Life. Unauthorized room changes carry a \$30 fine. A resident requesting a change due to difficulties with a roommate, suitemate, or apartment mate is expected to discuss the situation first with a member of the Housing & Residence Life Staff prior to requesting a change. The staff member(s) will work with residents and assist them in resolving the conflict. If no workable agreement can be reached after sincere attempts at mediation and resolution, a room change may be considered.

## ***Room Consolidation:***

Students who are without a roommate/suitemate for any reason in rooms or apartments and have not requested a paid single room (where available) may be required to move to consolidate room usage. This policy ensures that all persons having the privilege of a single room are treated equitably. Being required to consolidate means the student must either select a new roommate/suitemate or move to another room/apartment. Students will be given the option to choose their own roommate/suitemate if possible. Housing & Residence Life is available to help by providing names of persons who need roommates/suitemates. Students may not select a change that places another student in the consolidation category. Students may select as a roommate/suitemate another resident who is currently without a roommate/suitemate, accept a roommate/suitemate selected by Housing & Residence Life, be reassigned to another room, or, if sufficient space is available, be given the option to pay for a single room. The choice must be made within one week of notification from Housing & Residence Life. Failure to comply may result in disciplinary action and additional fees. If students fail to make their own arrangements or fail to request Housing & Residence Life administratively reassign them, Housing & Residence Life reserves the right to assess the private room fee, to reassign them to another room/apartment, or to assign them a new roommate. Once Housing & Residence Life has taken action, the new assignment shall remain in effect for the rest of the semester.

## ***Room Decorations:***

Posters and decorations may be used as long as they do not present a fire or safety hazard, are considered in good taste, and do not damage or mar walls, furnishings, or other surfaces. Alcohol containers are inappropriate in an educational environment, even if used for decorative purposes, and are therefore prohibited. Certain items will typically cause damage to surfaces and furnishings within the residential

facilities and are not permitted in the residence halls and apartments. No nails, screws, hooks, bolts, pins, tacks, tape, glue, putty, or any type of adhesive or mounting material not approved by Housing & Residence Life may be used to hang items to the walls, doors, woodwork, or furnishings. Nothing should be taped or affixed to the ceiling or braces, including “glow in the dark” decorations. Nothing shall be attached to, placed on, or suspended from ceiling light and fan fixtures. Rooms may not be painted. Fines will be assessed for any violations of this policy in addition to any damage expenses associated with violations of this policy.

### ***Room Entry:***

The University is sensitive to the privacy of students living in campus housing. However, the relationship of the University to the student is not defined as that of landlord to tenant. The University reserves the right for University personnel to enter rooms for the following purposes:

#### **Maintenance:**

to check on and/or complete repairs, inspections, inventory, sanitation, furnishings, preventive maintenance, etc.

#### **Safety:**

to monitor for missing persons, illnesses, safety, violations of residential and/or University regulations and/or other rules and laws, etc.

#### **Welfare:**

to conduct any search whenever it is felt that the community's or individual's welfare is at issue.

#### **Inspections:**

to ensure residential facilities are being regularly and properly cleaned and maintained. Although not required, the University will normally attempt, as a courtesy, to notify the resident(s) when University personnel have entered or plan to enter their living quarters. An inspection is made of all rooms and apartments at the beginning of each semester and periodically throughout the year. The resident(s) may or may not be present during the inspection. Staff members have the authority to enter the room/apartment even if the resident(s) is/are not home at the time of the inspection.

#### **Room Search:**

The Director or Associate Director of Housing & Residence Life shall determine if reasonable belief of policy violation and/or imminent harm sufficiently exists to search a student's room or apartment. If reasonable belief is determined, the student will be informed of the basis for the search. If possible, the search will be conducted in the student's presence. However, the student's absence will not prohibit a search. A student living in University residential facilities is not immune from a legal search by law enforcement officers.

### ***Room Types:***

All residence hall accommodations are arranged in suites. Bath and vanity facilities in a suite are shared by the residents of that suite. Suites in Millet, Scholars, and Zeringue Halls are designated as either private or semi-private. Private suites have two separate rooms with individual lockable doors to each room. Semi-private suites have a wall dividing the suite into two resident living areas. Suites in Ellender and Babington Halls have two separate resident living areas with one living area on each side of the bath. Babington suites have lockable doors to the two individual living areas. Each Calecas room shares a bath with another Calecas room.

Each private and semi-private suite is designed to accommodate two residents. Each traditional hall suite is designed to accommodate up to four residents (two residents in the left living area and two residents in the right living area). A double is defined as two residents assigned to the same side of a suite. A single is defined as only one resident assigned to the side of the suite. Residents may request one double side of a suite be assigned to them as a single; however, such assignments are made on a space available basis and cannot be guaranteed. Residents may not request an entire suite be assigned to them exclusively.

### ***Sanitation:***

Residents are responsible for maintaining a neat and clean room at all times. Good housekeeping practices are expected of each resident. Residents are required to maintain their unit to the following minimum standards:

- All bathroom fixtures should be cleaned weekly
- All appliances are to be maintained in a reasonably clean condition at all times.
- Floors and walls are to be maintained in a reasonably clean condition at all times.
- Food should be properly stored. All areas in your living quarters must be maintained in a reasonably clean and sanitary condition.
- Trash should be emptied regularly. Daily disposal of trash in the exterior common trash dumpsters will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hall.
- Submit work orders for damaged items in their rooms.

If one roommate should depart, a new roommate may be assigned with little or no notice. Therefore, all common areas must be clean and maintained as outlined above to accommodate any newly assigned resident(s). If an unit is not cleaned in an acceptable manner prior to a new roommate's arrival, Housing and Residential Life reserves the right to have the apartment cleaned, and the cost will be billed to the current resident(s) of the unit.

All residents are expected to assume and share responsibility for keeping common areas of the residential facilities (i.e., lounges, computer rooms, kitchen areas, laundry rooms, etc.) clean, neat, and orderly. The University reserves the right to check rooms regularly to determine if unsanitary or unsafe conditions or unreported damage exist. If such conditions exist, residents will be expected to correct the condition immediately. Although the residential areas are treated for pests by professional exterminators on a regular schedule, cleanliness is the best form of pest control and the elimination of possible breeding grounds. Empty cans, bottles, and other trash should be discarded immediately and in proper receptacles.

### ***Single Rooms:***

The University endeavors to honor students' request to have a double occupancy room assigned to them for single occupancy. Such requests are assigned on a space available basis. There is an additional charge for double rooms assigned for single occupancy. The University retains the right to reassign single occupancy rooms to double occupancy when necessary to meet the housing needs of all students.

### ***Storage:***

The University does not provide storage areas for students.

### ***Telephones:***

Each suite and apartment is pre-wired for telephone service within the University's telecommunications system, including voice mail. Students must provide their own touch tone telephone. Telephone communications from Housing & Residence Life and other campus offices are made by calling the campus telephone number assigned to the student. Students are expected to set up and use their campus voice

mail and to check for messages daily. Any misuse of the phone service may result in loss of service and/or disciplinary action. Problems with phone service should be reported to Housing & Residence Life immediately.

### ***Trash Disposal:***

Residents are responsible for removing trash from their rooms or apartments and placing it in the proper receptacles. Dumpsters are located outside all housing areas. Trash shall be discarded in these large dumpsters. It is not acceptable to place excessive trash in the common area trash containers in the residence halls and in La Maison. It is not acceptable to place trash or trash bags outside apartment doors or on balconies. It is not acceptable to place trash or trash bags in residence hall corridors, stairwells, or common areas. Residents shall not dispose of trash bags by placing them in trash cans located inside or immediately outside the residence halls and around the La Maison courtyard. These receptacles are designed for smaller, individual items (i.e., candy wrappers, single drink containers, etc.). Trash receptacles in common areas of all housing facilities are for the disposal of individual items, and residents should not fill them with bags of trash from their apartments or rooms.

### ***Vending Machines:***

Vending machines are located in all campus residences. Vending machines are located on the first floor of all residence halls and in the mail kiosk in the apartments. Vending machines will accept the Colonel Card or cash for payment. Requests for refunds should be directed to Housing & Residence Life. Malfunctioning machines should be reported to Housing & Residence Life immediately. Tampering with vending machines may lead to disciplinary action.

## **RESIDENTIAL LIVING POLICIES**

### ***Alcohol:***

Alcohol is prohibited in all residence halls. Apartment residents who are 21 years of age or older may possess alcohol in their apartment. If any resident assigned to the unit and/or any guest is under 21 years of age, alcohol may be consumed only by an individual over 21 years of age and only in the bedroom of a resident over 21 years of age. If any resident assigned to the unit and/or any guest is under 21 years of age, alcohol may not be present in any common area. The possession of, consumption by, and/or provision to minors of alcohol are prohibited. Beer kegs, party balls, wine boxes, or any other similar party container is prohibited in all housing facilities. Funnels and/or any other devices designed and/or used to facilitate rapid and/or dangerous consumption of liquids is prohibited in and around all residential facilities. All students are expected to read and be aware of the University's policy on alcohol as outlined in the general regulations and policies section of the Student Handbook, *The Paddle*.

### ***Balconies & Patios:***

Balconies, breezeways, and patios are to be kept neat and free of garbage, towels, clothes, University and/or personal furniture or other items that may detract from the appearance of the campus and/or pose a safety concern. Failure to maintain these areas in an appropriate manner will result in disciplinary action.

### ***Barbecue Grills:***

In compliance with state fire code regulations, barbecue grills are not allowed in or on residence hall and apartment facilities (including balconies, breezeways, and patios). Built-in barbecue pits are available around campus for public use. Users of all grills or similar equipment must remain with the equipment and visually monitor it throughout its use.

### ***Bicycles:***

Students may use bicycles around the residential facilities, fully understanding that pedestrians always have the right of way. High quality locks and chains are recommended since Nicholls State is not responsible for lost, stolen, or damaged property. Bicycle racks are available outside all residential facilities. If a bicycle is kept in a resident's room or apartment, the resident will be responsible for any damage resulting from such storage. Bicycles may not be stored in stairwells, hallways, lounges, or other common areas. A fine may be assessed and/or the bicycle confiscated if it is stored improperly or ridden inside any facility.

### ***Candles:***

The possession or burning of candles and tea lights is strictly prohibited in residence halls and apartments, including during a loss of electrical power. If such items are found, the items will be confiscated and the resident(s) will be sanctioned.

### ***Cleanliness:***

Students are expected to maintain a clean and orderly residence. Residents are responsible for regularly cleaning their assigned rooms and apartments, including all bath areas. The University's custodial staff provides standard cleaning services in common areas (hallways, stairwells, lounges, and lobbies). Students are expected to be considerate in the way common areas are used. All residents are responsible for keeping the area outside all residential facilities free from trash. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area. If the responsible person(s) cannot be identified, the cost for the excessive cleaning may be assessed to all residents of the wing/floor/hall/building. Aluminum cans and glass bottles should not be stored outside to avoid problems with pests. Residents will be held financially responsible for damages and the cost of extra cleaning. Residents who misuse or abuse residential facilities will face disciplinary action.

### ***Cohabitation:***

Cohabitation by members of either the same or opposite sex is not permitted in either the residence halls or apartments. Cohabitation is defined as a guest appearing to be living in the residential facilities by staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Multiple residents may not register one or more guest(s) for consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guest(s). Failure to comply with this policy will result in sanctions and may jeopardize access to campus housing.

### ***Common Areas:***

Lounges, study areas, recreation areas, computer rooms, bathrooms, kitchens, laundry facilities, vending areas, and hallways are for the use of all residents. All residents share responsibility for their upkeep and security. Furniture in common and public areas may not be moved to other locations, including residents' rooms or apartments. Likewise, furniture or other belongings not assigned to or intended for public areas may not be placed or stored in these locations. Routine cleaning is provided by custodial staff. Students who create an unusual or excessive cleaning demand in a common area will be responsible for the cleaning of the area (see Cleanliness).

### ***Contact Paper:***

The use of contact paper on furniture, shelves, doors, walls, floors, ceilings, or other surfaces is prohibited. Charges will be assessed to resident(s) for its usage.

## ***Damages:***

The residents of each room, suite, and/or apartment are responsible for keeping the room and its contents in good order and free from damage. The room includes the outside of the room or suite door. Prior to residents moving in, an Inventory and Condition Report is completed. When residents move out, the room is checked again for possible damage which may have occurred during the residents' occupancy. Residents will be charged for any damages and/or excessive cleaning, including removing trash from the room or the common areas.

## ***Dart Boards:***

Dart boards or any other object which may cause holes or other punctures in walls or other surfaces are prohibited in all residence halls and apartments.

## ***Drugs and Paraphernalia:***

Illegal drugs are prohibited in all University residential facilities. Illicit use or use other than that prescribed and monitored by a physician of over the counter and/or prescription medication is also prohibited. All students are expected to read and comply with the University's policy on drugs and other substances as outlined in the general regulations and policies section of the Nicholls State Code of Student Conduct and the Nicholls State University *Paddle* Student Handbook. State and federal law is very explicit in regard to illegal drugs. Nicholls State University upholds these laws and forbids the illegal use, sale, transportation, transfer, or possession of drugs or any controlled substance including, but not limited to, marijuana, narcotics, hallucinogens, non-prescribed amphetamines, barbiturates, rohypnol, GHB, ketamine, Ecstasy and other "club drugs", as well as the abuse of prescribed medicines. Any violation of these regulations will result in notification of the students' parent(s) or guardian(s) and sanctions. Drug paraphernalia or any item(s) which may facilitate drug usage are prohibited.

## ***Electrical Appliances:***

Electrical appliances must be U.L. (Underwriters Laboratories) approved and must not cause a disruption to the electrical circuits or disturb other residents. Students may not use toaster ovens, stoves, grills, electric frying pans, hot plates, space heaters, or any appliance with open filaments or heating elements in residence hall rooms. All coffeepots and irons must have an automatic shut off feature. The use of halogen lamps or bulbs and space heaters is prohibited in all residence halls and apartments. If such items are found, the items will be confiscated and the resident(s) may face disciplinary action. Microwaves and mini-refrigerators are provided in suites in Scholars Hall, Millet Hall, and Zeringue Hall. Students in Ellender, Calecas, and Babington Halls may bring and use a small microwave oven and a small mini-refrigerator. The mini-refrigerator must be no larger than 4.5 cubic feet. The use of surge protectors is required. Extension cords are not permitted. The overloading of electrical circuits is a dangerous fire hazard and therefore not allowed. Electrical appliances and equipment must be used in accordance with the manufacturer's instructions. The University reserves the right to deny use of any appliance and/or to confiscate any unapproved appliance or appliance used in a manner contrary to University standards.

## ***Escort Policy:***

All guests in the residence halls must be escorted by and be in the company of their resident host at all times while in the residence hall rooms and common areas. This means guests must be in sight of and in the immediate proximity of the host escort at all times. Residents of the apartments are expected to accompany their guests at all times while the guests are on the property. Guests of apartment residents must be escorted by their host when traveling between units and/or buildings. Guests may not remain in the residence hall or in the apartment when the host leaves. Host escort responsibilities may not be transferred from one resident to another. The registered host of record is responsible for the guest throughout the time the guest is registered under his/her name. Failure by a resident to escort one's guest(s) will result in disciplinary action.

## ***Failure to Comply:***

A resident may be cited for failure to comply if s/he refuses to comply with requests and/or instructions from a member of the Housing & Residence Life professional or paraprofessional staff and/or front desk staff. Examples may include, but are not limited to, refusal to identify oneself or produce identification when asked, failure to remain in or leave an area when asked or instructed, etc. Failure to comply also refers to failure to adhere to and follow all instructional and informational signage.

## ***Fire Alarms:***

All occupants of a building (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Housing & Residence Life Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident's presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action. The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action.

## ***Fire Equipment, Alarms and Extinguishers:***

In the event a fire extinguisher is discharged in response to a fire, the discharged extinguisher must be reported to the Housing & Residence Life Staff immediately to ensure the extinguisher is refilled. Pulling a false fire alarm is a felony. Tampering with fire protection equipment and systems may result in criminal charges in addition to University sanctions. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be tampering or disabling smoke detectors will be subject to disciplinary action. All residents and their guests are expected to immediately report any individual(s) or behavior(s) that may affect the use of any fire safety equipment.

## ***Fire Exits:***

Fire exits may be used only in cases of emergency. Residents should not exit or enter through any doors other than the designated primary entrance(s) to the building. Use of fire exits at any other time will result in disciplinary action.

## ***Flammable Items:***

The possession or burning of incense, candles, fireworks in any form, ammunition, petroleum fuel, motorized vehicles, gasoline-fueled machinery, explosive devices or materials, sterno, kerosene or oil lamps, or any combustible materials are strictly prohibited in residence halls and apartments, even during a loss of electrical power. If such items are found, the items will be confiscated, and the resident(s) will face disciplinary action. For safety reasons, ceilings, air vents, and light fixtures may not be covered by paper or other materials such as wrapping paper, fishnets, parachutes, large flags, etc. Students are strongly encouraged to purchase renters insurance. Nicholls State accepts no liability for loss of residents personal property due to fire.

## ***Furniture:***

All University furnishings must be kept inside campus residences, except for properly designed patio furniture designated for use outside the facilities. The University does not remove or store furniture for residents. Misplaced furniture or furniture not in its designated location may result in disciplinary action.

and/or cost of replacement. Furnishings in common areas may not be removed to individual rooms or apartments. Removing furniture from its designated location may result in disciplinary action. Damage to University furniture will require restitution for the cost of the property in addition to other sanctions.

Students may bring their own furniture items (with the exception of water-filled furniture) provided they do not present a safety hazard and/or create the need to store or displace furniture provided by the University.

### ***Gambling:***

Gambling of any type is prohibited in all housing facilities.

### ***Guests:***

Residents are fully responsible for the actions of their guests. All guests in all residence halls must be registered at the front desk of the hall. All guests must leave a valid photo ID at the front desk throughout their visit. Acceptable forms of valid ID include student ID card, driver's license, passport with recent picture, and military ID card. Credit/debit cards, social security cards, employment IDs, or other documents are not acceptable forms of valid identification. All guests must be in the company of and escorted by their resident host at all times while in the housing facilities. Resident hosts may not pass off these responsibilities to other individuals, including to another resident. Guests under the age of 17 years of age must be accompanied by a parent or legal guardian before being registered and escorted beyond the residence hall lobby. A resident may register and host no more than three guests simultaneously. Guests are expected to abide by all University and Housing & Residence Life rules, regulations, policies, and procedures. Housing & Residence Life reserves the right to deny guest privileges to anyone who does not abide by all rules, regulations, policies, and procedures or who fails to conduct him/herself in a responsible and respectful manner.

### ***Hallway & Door Decorations:***

Consideration must be given to other residents, to guests, and to the larger Nicholls State community when decorating and posting items on the outside of doors and in the hallway. Items that interfere with the educational mission of the University are prohibited in hallways, outside of rooms, and on window displays. These include, but are not limited to, abusive, indecent, profane, or vulgar language, offensive materials determined to be racist, harassing in nature, threatening to an individual or group, pornographic, and/or displaying or promoting illegal substances. Housing & Residence Life retains the prerogative to require the removal of any materials deemed unacceptable.

### ***Hallway Sports:***

Games such as soccer, football, frisbee, baseball, golf, basketball, skating, or other such activities are not permitted in the rooms, hallways, or interior common areas of campus housing. Water balloons, water and/or cream fights, and other such activities are prohibited inside all residential facilities. Rollerblades, skates, skateboards, and bicycles may not be used in the halls and common spaces of University buildings.

### ***Halogen Lamps:***

Halogen lamps and halogen bulbs are not permitted in any residential facilities.

### ***Housing Security:***

All students are expected to assume and accept responsibility for the security of the housing areas. Students should immediately report any suspicious person or activity to University Police, Housing & Residence Life Staff, and/or the front desk staff. Propping open exterior residence hall doors is a security threat and therefore prohibited. Students found responsible for propped doors, including individuals

who do not remove props when found, will be sanctioned. If those responsible are not identified, sanctions may be assessed to all residents of a wing, floor, and/or hall. To provide a more secure environment, students:

- Should be attentive to persons and activities around them
- Should remove any objects used to prop open exterior doors
- Should lock room and apartment doors and automobiles
- Should not remove window screens
- Should not leave windows open or unlocked
- Should not permit unknown persons to enter housing areas
- Should not open doors to strangers
- Should not keep valuables in open view in living area
- Should mark all valuables and personal property with identification
- Should record all identification information (e.g., serial numbers) and keep in a secure location
- Should not keep valuables, back packs, and textbooks in plain view in automobiles

### ***Incense:***

Incense is not permitted in the housing facilities at any time.

### ***Keys:***

All residence hall and apartment keys are the property of Nicholls State University and shall not be duplicated. Keys may not be modified in any manner or loaned to other persons. Possession of a key by anyone other than the individual to whom the key was issued is considered unauthorized possession and is prohibited. Students are charged \$45 for each lost or missing key and lock replacement. Lost keys are to be reported to the Housing & Residence Life Staff and/or Housing & Residence Life Office immediately. Failure to notify a Housing & Residence Life Staff member or the Housing & Residence Life Office of a lost key within 24 hours of the loss may result in disciplinary action. Locks and keys will be changed when considered appropriate by Housing & Residence Life. Residents should keep their room doors locked and their keys with them at all times.

### ***Ledges, Roofs, and Window Frames:***

No persons or property are allowed on ledges, fire escapes, overhangs, roofs, or window frames of University buildings. Such actions will result in disciplinary action.

### ***Littering:***

Littering in or around the exterior or interior of residential facilities is prohibited. Litter includes cans, bottles, cups, wrappers, papers, and other trash or debris. Littering may result in disciplinary action.

### ***Lock-Outs:***

Students who are locked out of their rooms or apartments for any reason may contact a Housing & Residence Life Staff member for assistance. A student is permitted one free lock-out during the year. Any subsequent lock-outs will result in a \$10.00 fee per lock-out.

### ***Lofts:***

The height of beds in all housing facilities may be altered according to the design of the beds. Beds may not be additionally elevated by the use of lofting equipment, cinder or concrete blocks, bricks, cartons, wood, or other items. Lofting beds may result in disciplinary action. Certified, commercially manufactured bed risers may be used to raise beds three to six inches.

## **Noise:**

Residents are expected to be considerate of other residents in the building and adjacent areas and keep noise to a reasonable and considerate level. Generally, if the noise can be heard in another room, the volume level must be lowered to a level where it is no longer a disturbance. It should not be necessary to repeatedly approach a resident about noise. When quiet hours are in effect, conversations in hallways and other common areas should be lowered to levels similar to a whisper.

## **Overnight Guests:**

With prior approval of one's roommate(s), students may occasionally host an overnight guest no longer than three consecutive nights. A resident host may have no more than one overnight guest at a time. The University account of the resident host will be billed \$12.00 per night for each guest. All overnight guests must be registered at the front desk, provide acceptable identification, and be of the same sex as the occupants of the room. The host is responsible for informing the guest of the University's rules and regulations, and the resident host is held accountable for the actions and conduct of the guest. Residents may not register overnight guests in any manner that may appear as cohabitation. Cohabitation is defined as a guest appearing to be living in the residential facilities by staying longer than three consecutive nights and/or staying for three or fewer consecutive nights on two or more occasions during the same week. Multiple residents may not register one or more overnight guest(s) for consecutive periods resulting in sustained or continuous occupancy of the residential facilities by the guest.

## **Passive Participation**

Residents are obligated to remove themselves from any situation where a violation is occurring. Residents present during a violation of the Residential Policies or Procedures and/or the Student Code of Conduct could be held responsible for that violation.

## **Pets:**

No pets except for fish in aquariums not to exceed 10 gallons in size are allowed in the residence halls and apartments. Prohibited pets include turtles, frogs, snakes, or anything not meeting the scientific definition of fish. Species of fish determined to be dangerous are prohibited. The presence of a prohibited pet will result in disciplinary action. This includes animals belonging to individuals other than the resident. Twenty-four hours are allowed for removal of the pet. If, after 24 hours, the pet remains or reappears in any campus residence, both the original owner and other involved residents will face disciplinary action and the animal will be removed by Housing & Residence Life. Students will be responsible for any damages and cleaning to the residential facilities, including pest control, as deemed necessary by the University.

## **Postings:**

All postings within the residential facilities must be approved by the Associate Director of Housing & Residence Life or his/her designee. Any unapproved postings will be removed.

## **Quiet and Courtesy Hours**

Quiet hours help ensure students' rights to an appropriate environment for sleep and study. Quiet hours are maintained to provide an atmosphere conducive to study. Quiet hours are in effect from 10:00 pm to 10:00 am, Sunday through Thursday; 1:00 am – 10:00am Friday through Saturday.

Courtesy hours are in effect 24 hours a day, however. During this time, students should respect their neighbors' rights and be courteous by controlling noise levels at all times. Generally, if the noise can be heard in another room, the volume must be lowered to a level where it is no longer a disturbance. Certain areas of campus residential facilities may be designated "quiet areas" and are enforced 24 hours a day.

Loitering in hallways, foyers, entryways, parking lots, or other areas that may disturb other residents is strictly prohibited during quiet hours.

Twenty-four hour quiet hours are in effect prior to and during final examinations each semester. Quiet hours are posted in each living unit. Additionally, in rare instances, quiet hours may be suspended by Housing and Residence Life for approved Housing and Residence Life functions. In these instances, event notices will be posted a minimum of 48 hours in advance.

### ***Resident Meetings:***

Resident meetings are held in each residence hall and in each apartment building on a monthly basis. These meetings communicate important campus information to residents and/or gain information and feedback from residents on ideas or concerns. Residents are expected to attend all scheduled resident meetings. On a very few occasions, a resident meeting will be announced as mandatory and attendance by all residents is required. Due to the crucial and/or serious nature of these mandatory meetings, sanctions may be imposed on residents who fail to attend.

### ***Room Responsibility:***

Each student shares responsibility for violations that occur in his or her room or apartment. This is defined as room/apartment responsibility.

### ***Sales and Solicitation:***

Solicitation is prohibited in all housing areas. Individuals, including residents and/or other students representing on or off campus interests and/or organizations, may not sell or solicit within the residential facilities or on the property. Door-to-door or commercial sales activities are not permitted. Candidates in campus or off campus elections may not campaign or solicit door-to-door in any residential facility. Requests for informational displays and/or tables in the residential facilities should be directed to the Associate Director of Housing & Residence Life. Residents should notify Housing & Residence Life Staff, the front desk staff, or the University Police if sales and solicitation activity occurs. Surveys conducted in the residential areas must have the prior approval of Housing & Residence Life.

### ***Signs:***

It is illegal to possess and/or display any stolen street or traffic signs or other municipal, county, state, and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will face disciplinary action, and law enforcement officials will be advised about the signs. Residents and guests are expected to comply with all Housing & Residence Life and University signs and notifications. Tampering or removal of Housing & Residence Life or University signs is prohibited and may result in disciplinary action.

### ***Smoke-Free/Tobacco Free Campus:***

Effective January 1, 2011, the entire Nicholls State University campus is a tobacco free environment. Acknowledging the clear scientific evidence that smoking, including the use of smokeless tobacco products, and the effects of second-hand smoke is injurious to health, and acknowledging the University's desire to promote healthy living/working environments and a considerate community life, smoking and tobacco use is prohibited in all housing facilities. This includes all residence halls and apartments. Smoking and tobacco use is not permitted in the immediate area around doors in the apartments and in the breezeways. Violations may result in disciplinary action.

## ***Stairwell Doors:***

Stairwell doors in all residence hall serve as fire suppression doors and must remain closed at all time. Propping open these doors and/or failure to remove props found in the doors will result in disciplinary action.

## ***Vandalism:***

Vandalism is prohibited in all housing areas. Any action by a student or a student's guest which results in damage to the facilities or grounds of the housing areas and/or to the property of others may be defined as vandalism. All expenses resulting from intentional or accidental vandalism and/or its repair will be assessed to the responsible person(s) or group(s). Whenever the individual(s) responsible for vandalism can be identified, the individual(s) will be held accountable. In such cases, disciplinary action will be taken and repair/replacement costs will be assessed. If the individual(s) cannot be identified, the costs may be assessed among all residents of the wing, floor, hall, or apartment through a group billing procedure.

## ***Visitation Policies:***

Students living in the residence halls may have guests from 10:00 a.m. to 12:00 midnight Sunday through Thursday and from 10:00 a.m. to 2:00 a.m. on Friday and Saturday. Residence hall residents are permitted to register a maximum of three guests at any one time. Apartment residents are expected to discuss the visitation of guests with their apartment mates and determine a mutually acceptable agreement regarding visitation within the apartment unit. Housing & Residence Life reserves the prerogative to establish and/or revise visitation policies in any residential facility should it be deemed necessary.

## ***Water Beds:***

Water beds and other water filled furnishings are prohibited in all housing areas.

## ***Weapons and Firearms:***

Any object which could potentially inflict injury or cause harm when used in a threatening, careless, reckless, or aggressive manner will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition, air guns, bb guns, paint ball guns, gun replicas, bows, arrows, incendiary and/or explosive devices, chemicals, slingshots, knives, razors, blades, swords, and martial arts or medieval weapons, are prohibited in all housing facilities. Hunting equipment must be registered with and remain in the custody of University Police. Possession and/or use of fireworks, including sparklers, are prohibited. Possession and/or use will result in immediate confiscation of the item(s) and disciplinary action. All students are expected to immediately report any weapons or firearms to the Housing & Residence Life Staff, to the Housing & Residence Life Office, and/or to University Police.

## ***Windows:***

Windows should be kept closed. Windows in common areas (lounges, kitchens, etc.) must remain closed and locked. Items should not be thrown, hung, or placed outside of any window. Decorations and signs, unless authorized by Housing & Residence Life, should not be displayed from windows. Windows are not to be covered with foil, paper, or other coverings. Blinds may not be removed from the windows. Entering or leaving a building through a window, including assisting and/or permitting someone to enter or leave a building through a window, is not permitted and will result in disciplinary action.

## ***Window Screens:***

Window screens must remain securely fastened to the window frames at all times. Screens from campus residences may not be removed, except in an emergency. Residents may be fined for removing the screen and assessed charges for the repair and/or replacement of damaged and/or missing screens.

## **STUDENT CONDUCT WITHIN THE RESIDENTIAL COMMUNITY**

All residents within residential facilities owned and operated by Nicholls State University are expected to adhere to and comply with all residential and University rules, regulations, policies, and procedures. In the event a student violates this expectation, s/he is required to proceed through established student conduct processes. Housing & Residence Life adjudicates alleged violations of residentially based rules, regulations, policies, and procedures. This section outlines the student conduct process as administered through Housing & Residence Life. Alleged violations may also be adjudicated administratively by Housing and Residence Life professional staff or adjudicated by the University's judicial officer through the University's student conduct process.

### ***Initiation of Student Conduct Proceedings***

1. When a violation of a rule, regulation, policy, or procedure is alleged, it is documented on an Incident Report by a member of the Housing & Residence Life Staff. The incident report cites the alleged violation(s) facts, observations, and relevant information regarding the alleged incident.
2. The incident report is submitted to Housing & Residence Life for adjudication.
3. Adjudication of Incident Reports
  - a. If the student accepts responsibility for the alleged violations (s), the Head Resident will adjudicate the incident report.
  - b. In the event the student does not accept responsibility for the alleged violation(s), the incident report is adjudicated by a hearing panel composed of three (3) Head Residents.
  - c. In some instances, the incident report may be adjudicated by the Associate Director of Housing & Residence Life or by the University's judicial officer.

### ***Adjudication Process***

#### **Hearing on Incident Report**

1. Upon receipt of the incident report by Housing & Residence Life, a letter will be sent to the cited student advising him/her an incident report has been filed. The letter shall state the violation(s) alleged in the report. The letter will also instruct the resident to meet for a hearing on the incident report. The letter shall state the date, time, and location of the hearing.
2. The letter shall be sent to the student through campus mail, through U.S. postal service, or by hand delivery by a member of the Housing & Residence Life Staff.
3. If the student is unable to meet at the date and/or time stated in the letter, the student must contact Housing & Residence Life no less than 24 hours prior to the meeting to reschedule.
4. If the student does not contact Housing & Residence Life to reschedule and/or does not appear at the original or rescheduled date and time, the incident report may be adjudicated in the student's absence using the document(s) submitted.

#### **Notification of Hearing Decision**

1. After investigating the incident report and scheduling a hearing with all student(s) cited on the report, the hearing panel adjudicating the report will render a recommendation to the Associate Director of Housing & Residence Life as to whether the student should be found responsible or not responsible for the alleged violation(s). If the hearing panel recommends the student be found responsible, the hearing panel will recommend sanction(s).
2. The Associate Director of Housing & Residence Life will send the student a letter advising the student of the outcome of the hearing. If sanctions are to be imposed, the letter will state the sanctions and any deadlines for completion.
3. The letter will be sent to the student through campus mail, through U.S. postal service, or by hand delivery by a member of the Housing & Residence Life Staff.

## **Appeal of Hearing Decision**

1. The student may appeal the decision of the hearing by submitting a written appeal request to the University Judicial Officer. The written request must be received by the University Judicial Officer within three (3) University working days of the date of the decision letter.
2. The basis for the appeal must be one or more of the following:
  - a. The original hearing may not have been conducted fairly in light of the allegations and evidence presented and/or may not have been conducted in conformity with established guidelines (i.e., the complaining party is given a reasonable opportunity to prepare and present evidence that the rule, regulation, policy, or procedure was violated, and the cited student is given a reasonable opportunity to prepare and to present a rebuttal of those allegations); or
  - b. The decision reached regarding the student may not have been based on substantial evidence, that is, the facts in the case may not have been sufficient to establish that a violation occurred; or
  - c. The sanction(s) imposed may not have been appropriate for the violation which the student was found to be responsible; or
  - d. New evidence may exist which is sufficient to alter the decision, and such evidence was not brought out in the original hearing because such evidence was not known to the student appealing at the time of the original hearing.
3. Except when testimony or written statements shall be required for the presentation of new evidence, an appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents.
4. If the University Judicial Officer grants a hearing on the appeal, a letter will be sent to the student informing him/her an appeal hearing has been scheduled. The letter will state the date, time, and location of the hearing.
5. The letter will be sent to the student through campus mail, through U.S. postal service, or by hand delivery by a member of the Housing & Residence Life Staff.
6. If the student is unable to meet at the date and/or time stated in the letter, the student must contact the University Judicial Officer no less than 24 hours prior to the meeting to reschedule.
7. If the student does not contact the University Judicial Officer to reschedule and/or does not appear at the original or rescheduled date and time, the incident report may be adjudicated in the student's absence using the document(s) submitted.

## **Notification of Appeal Decision**

1. After reviewing the appeal, the University Judicial Officer will render a decision as to whether the appeal is granted or not granted.
2. The University Judicial Officer will send the student a letter advising the student of the outcome of the appeal hearing. If any revisions in sanctions and/or completion dates are imposed, the letter will state the revised sanctions and deadlines for completion.
3. The letter will be sent to the student through campus mail, through U.S. postal service, or by hand delivery by a member of the Housing & Residence Life Staff.

## Appendix I: Sample Damages, Fines and Other Charges

The following is a list of potential damage and fine charges. Depending on the severity of specific damages, the actual cost can vary. The best way to ensure that no damages or fines are incurred is to maintain a safe and clean living environment, avoid damaging or altering the facilities, report any potential damages or maintenance needs in a timely manner, and follow all policies.

<b><u>Access Control</u></b>		<b><u>Furniture</u></b>	
Card Reader	\$500.00	Bed Frame broken	\$50.00
Door Hardware	\$200.00	Bed unbolted	\$20.00
<b><u>Appliances</u></b>		Chair broken/missing	\$50.00
Dishwasher	\$450.00	Desk (fixable)	\$25.00
Dryer	\$500.00	Desk (replacement)	\$150.00
Garbage Disposal	\$100.00	Mattress	\$125.00
Microwave	\$200.00	Replace Side Chair	\$375.00
Refrigerator	\$450.00	Replace Sofa	\$700.00
Stove	\$500.00	Replace Dining Table	\$300.00
Washer	\$500.00	Replace Dining Chairs	\$100.00
<b><u>Bathroom</u></b>		Replace Chest of Drawers	\$350.00
Bathtub Damaged	Actual cost	Replace End Table	\$150.00
Drawers each	\$25.00	Replace Coffee Table	\$175.00
Garbage Can	\$25.00	Replace TV Stand	\$300.00
Lavatory broken	\$75.00	<b><u>HVAC</u></b>	
Mirror broken	\$100.00	Thermostat damage	\$100.00
Mold due to Poor Resident Upkeep	\$50.00 (up to Actual Cost)	<b><u>Miscellaneous</u></b>	
Toilet broken	\$100.00	Cleaning charge (minimum)	\$25.00
Toilet Replace	\$250.00	Elevator	Actual cost
Toilet Seat	\$45.00	Recreation equipment	Actual cost
Towel rack remount	\$25.00	<b><u>Walls/Ceiling/Floor</u></b>	
Towel rack replace	\$50.00	Bulletin Board damage	\$25.00
<b><u>Doors</u></b>		Ceiling tiles each	\$20.00
Closet door (fixable)	\$25.00	Damage to floor p/sq. ft.	\$25.00
Closet door (replacement)	\$75.00	Paint damage on wall	\$50.00
Front door knob broken/missing	\$150.00	Light cover/fixture broken	\$25.00
Glass Doors	Replacement cost	Paint, Minor Single Wall Damage	\$25.00
Recore lock	\$100.00	Paint Entire Standard Room	\$300.00
Replace Door	Replacement cost	Plaster/Spackle	\$25.00
<b><u>Fire Safety</u></b>		Tape/Poster Putty Removal	\$25.00
Evacuation Map/Cover	\$25.00	<b><u>Windows</u></b>	
Fire Alarm Box	\$150.00	Blinds fixable	\$25.00
Lighted Exit Sign	\$300.00	Blinds replacement	\$50.00
Recharge Extinguisher	\$100.00	Screen (reinstall)	\$25.00
Smoke Detector	\$100.00	Screen (replacement)	\$50.00
Strobe Alarm	\$200.00	Window	Replacement cost

## Do you have the number for ..... ?

Emergency .....	4911
Housing & Residence Life.....	448-4479
Babington Desk .....	448-5227
Calecas Desk .....	448-5001
Ellender Desk.....	448-5071
Millet Hall .....	448-5556
Scholars Hall.....	448-5555
Zeringue Hall.....	448-5557
Academic Advising Center .....	448-4117
Auxiliary Services .....	448-4519
Bookstore.....	448-4540
Campus Recreation .....	448-4826
Career Services .....	448-4508
Colonel Card (ID) Operations .....	448-4498
Disability Services .....	448-4430
Fee Collections.....	448-4058
Financial Aid.....	448-4048
Greek Life .....	448-4651
Judicial Affairs.....	448-4531
Learning Resource Center .....	448-4310
Library .....	448-4646
Parking Services.....	448-4526
Records & Registration .....	448-4153
Student Activities .....	448-4528
Student Affairs .....	448-4022
Student Employment .....	448-4043
Student Government Association (SGA) .....	448-4557
Student Programming Association (SPA).....	448-4528
Student Union .....	448-4519
Students' Rights & Grievances .....	448-4561
University Counseling.....	448-4080
University Health Services.....	493-2600
University Police.....	448-4746
Veterans Affairs.....	449-7133
Women's Resource & Services Office.....	448-4470
Writing Center.....	449-7119