



STUDENT HANDBOOK

RESIDENTIAL LIFE

PURPOSE

The mission of the office Residential Life is to effectively manage on-campus housing, to uphold campus policies and procedures, and to provide a quality atmosphere that encourages personal, spiritual, and academic growth, for the purpose of aiding students in their transition into adulthood.

RESIDENCE HALLS OFFICES AND STAFF

The University has seven residence halls: College Drive Apartments (CDA), Cottingham Hall, Tudor Hall, Church Hall, English Village (EV) Apartments, Ware Street Apartments (WSA), and Married Student Housing (MSH). Each residence hall is directly supervised by a Residence Director (RD) or Apartment Manager living on the premises. Student Resident Assistants (RA's) are the first point of contact for students in campus housing and supervise approximately twenty residents each. The Residential Life office is a unit of Student Support Services and under the general supervision of the Coordinator for Student Behavior and Accountability. The Residential Life office is located in the Student Support Services Suite on the top level of the Hixson Student Center and can be reached by calling 318-487-7154

2023-2024 RESIDENTIAL LIFE STAFF

Director of Residential Life – Bubba Suchanek

Residential Life Coordinator – Emily Slay

Residence Director of Cottingham Hall – Lauren Bryant

Assistant Director of Cottingham Hall – Kameron West

Residence Director of College Drive Apartments – Holly Tony

Residence Director of Tudor Hall – William Dunham

Residence Director of Church Hall – Maxwell Dietz

Residence Director of English Village Apartments – Adam Campbell

Residence Director of Ware Street Apartments – Jebediah White

ON CAMPUS RESIDENCY REQUIREMENTS

All single full-time students (students taking 12 or more hours) under age 21 are required to live in campus housing unless they are commuter students. Students who reside with parents or legal guardians within a fifty-mile radius of Louisiana Christian University are exempt from the policy. A commuter student is defined as a student who is a legal dependent of a parent or legal guardian with whom s/he has physical residence and is living within a 50-mile radius of Louisiana Christian University. New students must state, at the time of acceptance, their intention to live on campus or with parents. Each student must verify policy compliance with the Director of Residential Life prior to the completion of registration. Students found in violation of this policy will be subject to discipline. Louisiana Christian University reserves the right to cancel registration and to suspend or dismiss any single student who fails to comply with this policy.

After completion of 6 semesters of residence hall living at Louisiana Christian University, or after a student turns 21, students will be eligible to apply to live off campus. All petitions to live off campus are distributed through the office of Residential Life. If the applying student does not meet the requirements below, the Residential Life Director will send a statement of denial to the student. The statement includes the process of appeal which the student may go through if the student feels like his/her case was misrepresented. The responsibility for hearing the student cases and rendering appeal decisions are at the discretion of the Coordinator for Student Behavior and Accountability. Request for Exemption forms are available in the Residential Life office.

Approval to live off campus is contingent upon the student's academic record (minimum 2.0 Cumulative GPA) and disciplinary record. Permission may be granted by the Director of Residential Life if a student is eligible and meets one of the following criteria:

1. Enrolled for less than 12 hours during a fall or spring semester and will not add additional hours of study to his/her schedule before the final date of registration.
2. Has completed six semesters of residence hall living at Louisiana Christian University.
3. Is at least 21 years of age by the final day of registration.
4. Lives locally within a fifty-mile radius of campus with parents, grandparents, or legal guardian provided their primary address is within the Pineville area for tax purposes. ***
5. Married and/or has legal guardianship of a minor by custody.

These are the ONLY exceptions that will be considered and other requests that do not meet the above criteria will not be approved.

Please note that the Residence Halls are intended for traditional student use. Students over the age of 25 will need to seek housing accommodations off campus unless student is seeking housing during the summer sessions for the TEACH or MAT programs. Some exceptions may be made at the discretion of the Director of Residential Life for Student Behavior and Accountability. The housing office apologizes for any inconvenience this may cause.

*** In order to process the request, we must verify residency of the person(s) where the student will be living locally. The verification documents include the most recent tax filings from the person who lives locally. The only information that LCU ResLife requires is proof of primary address, sensitive tax information may be redacted, and the file sent to:

Louisiana Christian University
The Director of Residential Life and Student Engagement LC Box 586
1140 College Drive Pineville, LA 71359

Upon receipt of this document, the tax documents will be securely filed and the request will be approved. Please note per the Student Handbook: students that claim a local dwelling exemption yet fail to complete the verification process will result in the student being billed for the cost of the room and board.

Residential Life - Summer Housing Policy:

Students are allowed to pay (\$85.00 per week) to reside in campus housing during summer sessions provided the student is a continuing student whether registered for summer session classes or not. Students must be registered for classes in the upcoming Fall session to be approved for summer housing on-campus. All students that are using summer housing must adhere to the Louisiana Christian University Code of Conduct.

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays. After holidays or breaks, students are not permitted to return to campus prior to the date announced in the University Calendar. Students are to vacate their rooms and check out properly with the housing staff according to the closing date in the University Calendar. Special arrangements must be made through the Director of Residential Life if a student needs to arrive early or stay late. Charges are assessed on a per day basis for any days the buildings are not officially open. Additional fines may be assessed if the resident does not vacate his/her room by the designated time.

Please note that private rooms are assigned on a **medical need basis only**. Students must submit medical documentation to be kept on file in the housing office before a room will be assigned.

RESIDENCE HALL OPENING AND CLOSING

Residence halls will open and close as published in the University Calendar unless otherwise posted. Residence halls remain open for brief breaks within the semester. During these times, students may remain in their room. The residence halls will close for longer breaks such as Thanksgiving, Christmas, and Easter. During these times, students are not permitted access to the buildings. Before the dorms close for these holidays, residents will be required to properly check out with the Residential Life staff and turn in their door keys and secure cards. Residents may leave personal belongings in their rooms during these breaks.

Students who need housing accommodations during these breaks will be required to apply for Holiday Housing. Holiday housing privileges will be granted at the discretion of the Director of Residential Life and must be approved no later than one week prior to the posted dorm closing. Students can anticipate a charge of \$5 per night to stay in the Residence Hall during the holiday.

Athletes and international students who need to stay additional days past the end of the semester, or who need to return early (before residence halls officially open), must have their coach or International Student Advisor send a written request to the Office of Residential Life at least a week before the additional days are needed. The Residential Life office has no obligation to make provisions for such students if requests are not submitted on time.

Please note that all international students and athletes will be charged the same rate as holiday guests if they fail to meet the deadline to apply for holiday housing.

Residence halls close for maintenance and housekeeping at the end of the spring semester. During these times students are not permitted access to the buildings and must remove all personal belongings from their rooms. Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of \$85 per week. Summer residents must pay two weeks rent in advance prior to moving into the assigned room. Payments must be made on a weekly basis thereafter. Failure to pay rent in a timely manner may result in removal from the residence, denial of further housing privileges, and denial of permission to register/attend classes until the balance is paid.

Please note that living on campus during the holidays and summer terms is a privilege. Students who are found in violation of housing policies will have their residential privileges revoked during these times.

RESIDENCE HALL OPENING AND CLOSING DATES FOR THE 2022-2023 ACADEMIC YEAR

<u>DATE</u>	<u>TIME</u>	<u>OPEN/CLOSE</u>	<u>EVENT</u>
August 1 st , 2023		OPEN	RD'S
August 3 rd , 2023		OPEN	RA'S
August 8 th , 2023	10-5	OPEN	FALL ATH. MOVE IN
August 16 th , 2023	1-5	OPEN	W3 MOVIE IN
August 18 th , 2023	10-4	OPEN	UPPER CLASS MOVE IN
November 17 th , 2023	5 pm	CLOSED	THANKSGIVING BREAK
November 26 th , 2023	2 pm	OPEN	RETURN FROM THANKSGIVING
December 8 th , 2023	12 pm	CLOSED	SEMESTER BREAK
January 2 nd , 2024		OPEN	RA/RD RETURN
January 4 th , 2024		OPEN	NEW STUDENT CHECK IN
January 5 th , 2024		OPEN	SPRING SEMESTER MOVE IN
March 28 th , 2024	5 pm	CLOSED	SPRING/EASTER BREAK
April 7 th , 2024	2 pm	OPEN	RETURN FROM BREAK
May 1 st , 2024	12 pm	CLOSED	SUMMER BREAK

***Holidays where the dorms remain open, which can be found on the school calendar include: Labor Day, Fall Break, MLK, and Mardi Gra/Winter Break. Seniors can also stay until the day of graduation.

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to holiday, summer, and semester check-outs. Students will not be permitted to register, attend classes, or get a transcript until all fines are paid. Students will be fined for the following:

1. Moving out or leaving without checking out with the Resident Assistant... . \$50

This fine applies to students who left the residence with their belongings and failed to meet with their Resident Assistant to review and sign the check-out paperwork.

2. Being late for personal check-out time scheduled with the Resident Assistant.....\$25

This fine applies to those who remained in the Residence Halls and were late for Personal Check-out time.

3. Remaining 1 to 29 minutes past the posted ResHall closing\$50.
Remaining 30 minutes or more after the posted ResHall closing \$175.

If students have not checked out of their rooms 30 minutes after the posted Residence Hall closing time, their belongings will be moved to storage and the fine will be added to their student account. The \$175 fine must be paid before belongings can be taken from storage.

Failing to remove all belongings and trash..... \$50 minimum/\$500 maximum.

Students who leave personal property and/or trash in their room after checking out will be fined based on the amount of materials that have to be removed by Residential Life staff.

Please note that Louisiana Christian University is not responsible for any personal items left behind in the residence halls after checking out.

MAIN DESK

The central point of Cottingham Hall, English Village, and Tudor Hall is the main desk located in the lobby. A Residential Life staff member is available at the main desks of Cottingham and Tudor Halls, and English Village from 6pm until 10pm on each night except Wednesdays and Sundays to provide information and service students and guests.

Church Hall, College Drive Apartments, and Ware Street Apartments do not have a main desk area. If a student needs a staff member, Resident Assistants' and Residence Directors' contact information is posted throughout the buildings.

RESIDENCE HALL ACCESS

Students who require access to Tudor Hall, Cottingham Hall, or Church Hall after 12 midnight may enter through the keypad lock door in the building. In the event of failure of a combination lock, residents should call: 1st an RA, 2nd their Residence Director. Security personnel will be dispatched to the defective entrance every hour to permit access to students. If this situation occurs, residence hall doors are to be opened only by authorized University officials.

The combination to a residence hall lock is privileged information. For safety and security reasons, the codes are provided for the exclusive use of persons residing in each building. Individuals who divulge lock combinations to unauthorized persons jeopardize the security of all residents. Offenders will be disciplined and fined \$50.

KEY SECURITY AND REPLACEMENT

Room keys are issued only by the authorization of the Residence Director of each building. Each student will be issued only one key to his/her room. A student may not possess keys to any other student's room. Students are not to exchange keys, duplicate keys, or pass keys to subsequent occupants of the room. Violation of this regulation is considered a serious offense and disciplinary action will be taken. Unauthorized possession of a master key, or any key for other than its designated purpose, is also a serious offense and may result in disciplinary action.

Lost keys or secure cards should be reported immediately to the Resident Assistant and/or Residence Director. Lost keys will be replaced at a cost of \$25.00 per key so the lock can be replaced. Students living in College Drive Apartments and Ware Street Apartments will be issued a secure card to access their residence hall. Unauthorized possession of a secure card is a serious offense and will result in disciplinary action. Lost or broken secure cards will be replaced at a cost of \$35.00 per card.

Cottingham Hall, Church Hall, and Tudor Hall are all equipped with keypads for security after hours. The codes to each of these doors will be given to the residents of the building only, and this information should remain confidential. These codes change every semester, and it is the responsibility of the Resident Life staff to inform the residents of code changes. Sharing the building codes with non-residents is a serious offense and will be treated accordingly. There will be a fine of \$50 issued for sharing the codes with anyone of the opposite sex.

HEALTH AND SAFETY

HEALTH EMERGENCIES

Any Louisiana Christian University student needing medical attention may seek aid from the University's Health Services office, located on the 2nd floor of the Hixson Student Center. In the event of a health emergency, any member of the Residential Life staff may take students to the Emergency Room of a local hospital.

MISSING STUDENT NOTIFICATION

Louisiana Christian University takes student safety very seriously. To this end, the following policy has been established concerning students who live in university-owned campus housing who, based on the facts and circumstances known at the time to university officials, are presumed to be missing. Most missing person reports in the University environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes University standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in university housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons" and is distinct from policies related to "welfare checks."

Missing Person

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student.

Student Disclosures

Prior to occupying University housing, students will be informed of the following:

1. The University will notify University Security and the Coordinator for Student Behavior and Accountability if a student is reported missing.
2. Students may identify a person to be contacted by the University not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures.
3. The University is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and
4. The University is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying University housing, students will be given the opportunity to designate an individual or individuals to be contacted by the University in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.

Suggestions for Personal Safety

1. Let friends and roommates know where you are going and when you expect to return
2. If your plans change, let your friends, roommate, family know of the change
3. Be cautious when accepting drinks, rides, gifts, etc.
4. Keep your cell phone charged and with you when out of your room
5. Stay in groups or with at least one trusted friend when going off campus
6. DO NOT leave friends in unfamiliar locations or situations or with people not known well by you or your acquaintances

FIRE SAFETY

Louisiana Christian University is subject to the laws of the state of Louisiana, and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory, and violations will be subject to disciplinary actions and possible criminal prosecution.

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Residence Director immediately. Unnecessary activation of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana Christian University will deal with the offense seriously. Minimum sanction: students will be fined \$200 and placed on probation.

Residents can expect each residence hall to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sounds will result in a minimum of a \$50 fine for the first offense and a minimum \$100 fine for the second offense. Fines will double with each successive violation! Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned residence hall.

ARSON

Arson is knowingly setting fire to or burning property. The University holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

CANDLES

Incense, candles, oil lamps, wax burners, lighters, torches, flammables, and any other items that require or generate open flames are not permitted in residence halls. Students found in violation of this policy will be fined and the items confiscated. Continued violation could result in the removal of the resident from the residence hall and possibly result in suspension from the University.

APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden (there is an exception for CDA, WSA, and EV; small kitchen appliances are allowed in the kitchen area only). Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residential Life staff to determine whether or not the item will be permitted for fire and safety reasons.

Microwaves, televisions, stereos, DVD's/VCR's, and small refrigerators are permitted; however, a room can yield only one of each. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Residence Director if the use of an appliance is questionable.

The use of extension cords in residence halls is strictly forbidden. Overloading an electrical outlet is the leading cause of fires in residence halls and homes. Therefore, violation of this policy will be treated seriously. The use of power strips/surge protectors is permitted. Plugging more appliances into a power cord than it is intended to supply is a fire hazard and is also forbidden.

MAINTENANCE OF FACILITIES

ROOM INVENTORY AND DAMAGES

The Residential Life staff will complete a room inventory form before the resident moves any belongings into the room. Residents will sign to verify the information is correct before he/she moves in. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any condition(s) that are different from check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the University. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

Prevention and reporting of vandalism or damage to residence halls, academic buildings, or any other campus facility is an obligation of every individual in the LCU community. Activity or behavior associated with such damage could result in danger for members of our community and is not acceptable. For damages in residence units where the individual(s) responsible cannot be identified, each of the residents of the unit/area must pay an equal share toward the cost of repairs. If repeated incidents or major damage in a residential unit occurs, and if the individual(s) responsible cannot be identified, social privileges of the occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur. If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution and a fine.

DAMAGE DEPOSIT

All residents must have a \$75.00 damage deposit on account prior to occupancy. Funds from this deposit will be used to defer the cost of damages, outstanding bills, or improper checkout upon termination of residency. Residents who vacate rooms during a term may be reimbursed for the damage deposit when a staff member checks the condition of the room, the resident returns the room key to the Residence Director, and files a written request for a refund with the Director of Residential Life. Failure to check out properly will result in the forfeiture of the room deposit and possible additional fines. Residents who leave the University during the summer break may receive a refund by following the above procedure and submitting a written request to The Director of Residential Life at least thirty (30) days prior to the end of the term. Residents are responsible to provide the correct and current mailing address for refund checks.

RESIDENCE HALL AND VEHICLE INSPECTION

Resident Assistants will conduct weekly room checks to assure that all policies and procedures are followed in the residence halls. Residents do not have to be present for the room checks to be completed. The Residential Life staff has the right and responsibility to check in closets, microwaves, refrigerators, and under furniture without express consent. Violations reported during routine room checks will be dealt with according to the Louisiana Christian University Student Handbook. More serious violations will be assessed with consequences imposed by the Coordinator for Student Behavior and Accountability and/or the Judicial Committee or Board.

The University reserves the right to enter and search any room or vehicle if a violation of university regulations is suspected or if materials in violation of The Student Handbook are observed. Rooms and vehicles may be randomly searched for illicit drugs and other illegal contraband and drug dogs may be used in these searches. Authorization for searches can be granted by the President of the University, the Coordinator for Student Behavior and Accountability, or the Director of Residential Life. If it appears that a delay could result in danger to individuals or property, or the destruction or disposal of evidence or contraband, the room or vehicle will be searched without prior authorization from Administration. In such cases, the Administration will be notified as soon as practical.

Reasonable effort will be made to conduct the search in the presence of an occupant of the room or the person who registered the vehicle on campus. At least two university employees will be present during a search and a list will be made of items confiscated during the search. The university employees present will sign and date the list, and the occupant/owner will be asked to sign the list to certify what was taken, not as an admission of guilt.

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant or Residence Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to notify the RA with details of the issue(s). The requests will specify the nature and exact location of the problem. Should a maintenance problem persist, the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

Residents do not have to be present when the repairs are completed. Under these circumstances, maintenance or housekeeping will leave documentation in the room to notify the occupant that repairs have been completed or when they can expect them to be completed if they must come back to finish the work.

LAUNDRY

Each residence hall is equipped with laundry services and vending machines. Students are requested to show consideration for other residents by the prompt removal of clothes from washers and dryers. Clothes left in the laundry room for more than 48 hours will be removed and taken to Goodwill. Monetary losses or mechanical problems with laundry machines should be reported to an RA. Louisiana Christian University is not responsible for the loss, theft, or damage of clothing in the residence hall laundry rooms. A laundry fee is added to each resident's account at the time of registration in order to provide coin free laundry services. The laundry fee is subject to change without advance notice.

GENERAL REGULATIONS

RESIDENCE HALL CHECK IN PROCEDURES

Residence halls will officially open on Wednesday, August 16th, 2023, at 1:00 pm for freshmen and Friday, August 18th, 2023 for upperclassmen. The Residential Life staff will conduct check in when students arrive. A health insurance card, emergency contact information, a cell phone number for the resident, and the license plate number of the vehicle the student will drive on campus will be required to be kept on file. Students are responsible for notifying Residential Life when this information changes. Students will not be permitted to check in to the residence hall without proof of meningitis vaccination on file with the Louisiana Christian University Health Services Office.

After receiving the room key, an RA will show the student to his/her room and complete the room inventory form with the student. This form is used to record any existing damages in the room (blinds, carpet, furniture, etc.). After the form is completed, the student will be allowed to move belongings into the room. This same form will be used to check students out of the dorm upon leaving the University. The purpose of this form is to ensure that students are not charged for damage that she/he did not cause.

MANDATORY RESIDENCE HALL MEETINGS

Mandatory hall meetings are called by the Director of Residential Life, Residence Directors, or Resident Assistants to inform students of pertinent matters. Every resident is required to attend these meetings. Disciplinary action will result and a fine of \$25.00 will be assessed for residents who miss a mandatory meeting. If a resident knows that s/he will be unable to attend a mandatory residence hall meeting (due to work, school, athletic responsibilities), s/he is responsible for notification of the RA and application for an exemption. This exemption must be requested at least 48 hours in advance of the scheduled meeting. Approval of the exemption is at the discretion of the RD, or The Director of Residential Life and Student Engagement. If an exemption is granted, it is the responsibility of the resident to schedule time with the RA to obtain the information shared at the meeting. Failure to apply for an exemption or to follow-up with an RA, or to attend a meeting without an exemption, will result in a \$25 fine. Residents will be required to abide by all Residential Life policies and procedures shared in residence hall meetings, regardless of whether or not the resident attended the meeting in which rules were changed or added.

ROOM CHANGES

Room change requests must be processed and approved by the Residence Director and agreed upon by all parties involved. Room changes are processed during the first two weeks of each semester. Once room assignments are finalized, additional room changes will be made at the discretion of the Director of Residential Life and Student Engagement. The resident will be responsible for additional room charges that result from a room change, should the cost of room rental be more than the original fees assessed.

Upon approval to make a room change, it will be necessary for the resident to check out of the original room and return the key to the RA. Failure to check out properly upon a room change will result in a fine of \$25. The resident will be given 48 hours to remove all belongings from the originally assigned room once the resident has been issued the key to the new room. If possessions remain in the original room after 48 hours, the resident will be fined \$25 for failure to comply with policies and procedures.

ROOM CONSOLIDATION

If a student is left without a roommate for any reason within the first 2 weeks of any semester, the student may be required to consolidate rooms with another student who does not have a roommate unless s/he agrees to pay for a private room. This policy ensures that all persons that have the privilege of a private room are treated equally. Consolidation means that the student will either have to select a new roommate or will be moved to another room with a roommate. Students will be given the option to choose their own roommate and decide who will move. The Residence Director is available to help with consolidation and will provide names of persons who need roommates. If a student fails to make their own arrangements, the University will reassign the student to another room, or assign the student a new roommate. After 2 weeks of classes, students who are left without a roommate are exempt from consolidation (and private room fees) unless unusual circumstances warrant consolidation.

COURTESY HOURS

Reasonable quiet is expected in residence halls at all times. In order for residence halls to best meet the needs of all students, all residents must be considerate of their neighbors' needs, including their need for quiet time. Courtesy hours will be observed in each residence hall nightly from 10:00 p.m. until 8:00 a.m. All students and their guests are expected to observe these hours and provide an atmosphere conducive to study. Courtesy hours prohibit the following:

- Loud stereos and televisions in your room or lounge areas
- Speakers placed against walls adjoining a neighbor's room
- Loud conversations or laughter in your room, lounge areas, or hallways
- Running anywhere in-residence halls creates a safety hazard, disruption, and potential problem for others
- Slamming doors in any part of the dorm
- Yelling down the hall or any noise/behavior that infringes on the rights of others.

Students who are disturbed by noise should notify the RA if they are unable to resolve the problem. The RA will act as a mediator and request residents and guests to comply with courtesy hours. If cooperation does not occur, the RA or the resident should contact the RD for assistance. Consistent violations of courtesy hours will be referred to the Coordinator for Student Behavior and Accountability as a disciplinary matter. Disciplinary action may include, but is not limited to: community service, fines, possible removal from campus housing, and/or dismissal from the University.

PETS

Pets, except for fish in aquariums, may not be kept in the residence halls, married student housing, or on campus. Students found in violation of this policy will be fined a minimum of \$100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation and after the third offense residence hall privileges will be revoked. Also, students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of \$50.00.

Policy for Service and Assistance Animals on Campus

Service Animals

Louisiana Christian University complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, employees, and visitors. The ADA defines a service animal as any dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for people with disabilities. Other species of animals, whether trained or untrained, are not service animals for the purposes of this definition. The work or task performed by a service animal must be directly related to the person's disability.

For an individual to qualify for having a service animal on campus:

1. He or she must have a disability as defined by the ADA; and
2. The accompanying animal must be trained to do specific tasks for the qualified individual.

Students who require the use of a service animal on campus should register with the Office of Student Disability Services by submitting a Service Animal Procedure Acknowledgement and Information Form. After the student is registered, the Office of Student Disability Services will work in concert with the Accessibility Committee to make any necessary modifications.

Responsibilities of Individuals with Service Animals

Louisiana Christian is not responsible for the cost, care, or supervision of service animals. Handlers are responsible for the control of their service animal at all times. The handler is responsible for designating an alternative caregiver for the animal if the handler is unable to do so.

Service animals must be restrained with a harness, leash, or tether at all times, unless either the handler is unable because of a disability, or the tether would interfere with the service animal's safe, effective performance of work or tasks. If the service animal is not tethered, it must be under the handler's control by voice control, signals, or other effective means.

The handler is responsible for immediate clean-up and proper disposal of all animal waste. Louisiana Christian University will designate specific relief areas. It is the responsibility of the handler to remove the waste from L grounds, dispose of it in a plastic bag, and then place that bag in a waste container outside.

Louisiana Christian University will not require any surcharges or fees for service animals. However, a handler may be charged for damage caused by the service animal to the same extent that Louisiana Christian University would normally charge a person for the damage they cause. A person who brings a service animal onto university property has all the responsibilities and liabilities placed on a person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal.

Exceptions and Exclusions

Louisiana Christian University may place some restrictions on and/or may exclude a service animal in certain situations. Restrictions or exclusions will be considered on an individual basis in accordance with applicable laws.

A service animal may be excluded from campus, classrooms, or other facilities if, for example:

1. The service animal is found by the University to be out of control and the animal's handler does not take immediate and effective action to control it;
2. The service animal is not housebroken.
3. The service animal is unhygienic.
4. The service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the handler or other members of the campus community.
5. The service animal attempts to enter any place on campus where a service animal's safety is compromised.

For students, the Director of Counseling and Career Services in conjunction with the Coordinator for Student Behavior and Accountability is responsible for the verification of and making decisions about the exclusion of any service animal. The exclusion process will include an individualized evaluation of all facts supporting the exclusion. The handler will have the opportunity to resolve all issues that would substantiate the exclusion prior to a final decision regarding the exclusion.

Grievances

Any handler who wishes to challenge a decision reached in the request for accommodation may appeal in writing to the Coordinator for Student Behavior and Accountability. The decision of the Coordinator for Student Behavior and Accountability is final.

Expectations of Members of the Louisiana Christian University Community

To ensure equal access and nondiscrimination of people with disabilities, members of the Louisiana Christian University community must adhere to the following expectations:

1. Do not assume that a service animal is a pet.
2. Refrain from asking questions about a person's disability. However, if an individual's need for a service animal and the qualifications of the animal are not obvious, the handler may only be asked:
 - Whether the animal is required because of a disability? and
 - What work or tasks the animal has been individually trained to perform?
3. Do not pet or feed a service animal, because it distracts the animal from its work or task and/or could cause harm to the animal.
4. Do not attempt to separate the handler from the service animal.
5. Do not harass or deliberately startle a service animal.
6. Direct all questions and concerns about service animals to the Office of Counseling and Career Services.

Emotional Support (ESA) & Assistance Animals

Assistance Animals are defined under the Fair Housing Act and Section 504 as animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to participate in educational programs or activities or use and enjoy university housing. Assistance animals may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance animals are not required to be individually trained or certified to perform work or tasks that would qualify them as "service animals" under the ADA.

Assistance

animals that are not service animals under the ADA may still be permitted in Louisiana Christian University residence halls pursuant to a reasonable accommodation under Section 504 and the Fair Housing Act.

Accommodation Request Process

Residential Life will allow an assistance animal if certain conditions are met. The animal must be necessary for the resident with a disability to afford the resident with an equal opportunity to use the residence and there is an identifiable relationship between the resident's disability and the assistance the animal provides. An accommodation is unreasonable if it presents an undue financial or administrative burden on the University, poses a direct threat to the life, health, safety, or welfare of the university community or constitutes a fundamental alteration of the nature of the service or program.

Requests for assistance animals in Residential Life should be made by:

- a. Registering with the Office of Counseling & Career Services and by submitting an ESA Registration Form. (See Appendix D)
- b. Submitting reasonable documentation from a licensed medical professional to the Office of Counseling & Career Services.

After the student is registered, the Office of Counseling & Career Services will work in concert with the student to make any necessary modifications. There must be a link between the animal and the resident's disability, emotional distress resulting from having to give up an animal because a "no pets" policy does not qualify a person for an accommodation under federal law. Any student approved an assistance animal in Residential Life facilities must also meet LCU's requirements/policies for animal health and behavior as well as their Residential Life policies.

Responsibilities of Individuals with Approved Assistance Animals

An approved assistance animal is only permitted in the student's residence hall as an approved accommodation from the Office of Counseling & Career Services and is not permitted in any other areas except as required for transportation off-campus or to eliminate waste. Assistance animals are not permitted to accompany their owner to any other locations on campus.

Assistance animals may not be left overnight in the student's residence hall without its owner to be cared for by another student. Animals must be taken with the student if they leave for a prolonged period of time. When the student must leave the residence hall, it is the responsibility of the student to ensure that that assistance animal is appropriately contained within the room and not able to leave the dorm room. In order to restrain the animal, it is appropriate to use a cage, carrier, crate or other method for this purpose.

The student is responsible for immediate clean-up and proper disposal of all animal waste. Louisiana Christian University will designate specific relief areas. It is the responsibility of the student to remove the waste from university grounds, dispose of it in a plastic bag, and then place that bag in a waste container outside.

Louisiana Christian University will not require any surcharges or fees for assistance animals. However, a student may be charged for damage caused by the assistance animal to the same extent that Louisiana Christian University would normally charge a person for the damage they cause. A person who brings an assistance animal onto LCU property has all the responsibilities and liabilities placed on a person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal.

Grievances

Any student who wishes to dispute a decision reached in the request for accommodation may appeal in writing to the Coordinator for Student Behavior and Accountability. The decision of the Coordinator for Student Behavior and Accountability is final.

SMOKING

Smoking Violations: Louisiana Christian University is dedicated to supporting the health and well-being of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products including e-cigarettes and vapors, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapors) are strongly encouraged to seek education, support and assistance in discontinuance of Smoking/tobacco use of any kind from healthcare providers and community resources (i.e. American Cancer Society).

Louisiana Christian University is a smoke-free campus. **Therefore smoking, the use of tobacco products, the use of electronic cigarettes (E- Cigarettes), and tobacco/smoking paraphernalia are strictly prohibited:**

- inside or within 50 feet of any university-owned building or residences
- while operating or riding in university-owned vehicles (including carts and mowers)

When students are off campus representing the Louisiana Christian University at meetings and other events and/or wearing apparel with the university logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action, up to expulsion from the university.

This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in university publications.

The success of this policy hinges on the courtesy and cooperation of all members of the Louisiana Christian University community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all University policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Support Services. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Alcoholic beverages and illegal drugs (including prescription drugs in the possession of someone other than the person designated by the prescription) are prohibited on campus. Clothing and posters advertising or advocating these items are also prohibited. Violations will result in disciplinary procedures as outlined in The Student Handbook.

SAFE HARBOR

Any student who voluntarily seeks help through the Louisiana Christian University Counseling Office or a Student Support Services Staff member for alcohol abuse prior to being charged with a violation of this policy will not be subject to the University judicial process. The Student Support Services staff will help the student obtain appropriate assessment and treatment in a confidential manner. Contact the Louisiana Christian University Counseling Office at 487-7420 or 487-7134 for further information or referral.

GUEST HOUSING

Louisiana Christian University does not provide guest housing due to limited space in the residence halls. Resident students may have overnight guests of the same sex with prior approval of their roommates and their Residence Director. Requests to have guests stay in the residence halls should be submitted to the Residence Director at least 24 hours in advance of the guest's arrival. When the guest has arrived, they must sign in with a Resident Assistant. Guests are not permitted to stay longer than 2 consecutive nights without permission of the Residence Director. Guests are also not permitted to stay in the residence halls for more than 3 nights a week. All other requests should be submitted to the Residence Director and must be approved by the Director of Residential Life and Student Engagement. Residents are responsible for the conduct of their guests and should thoroughly inform guests of university policies. Guests are expected to comply with the rules of the University as noted in the Student Handbook. Resident students may be held accountable for, and be disciplined for, violations and damages caused by their guest(s). Failure to gain approval of an overnight guest from a Resident Assistant or sign in with a Resident Assistant upon guest's arrival will result in a \$100 fine.

ROOM VISITATION/OPEN HOUSE PRIVILEGES

Visitation in an on-campus room or apartment, assigned for occupancy by members of the opposite sex, is forbidden without the expressed permission of the Residence Director. Please be advised that this policy also applies to parents and siblings of residents. Open house privileges apply to all residence halls with the exception of married student apartments.

For the convenience and courtesy of residents, open house hours are scheduled regularly according to the following established University policies:

1. A guest must be a minimum of 18 years of age unless s/he is a current full-time student of Louisiana Christian University or a family member.
2. Guests must enter the residence hall through the main entrance, or the entrance closest to the back desk check-in area.
3. Guests must leave their student IDs with the RA on duty at the residence hall office.
4. Residents must meet their guests at the sign in area and escort them to their room or a lounge area. A resident may not check another resident's guest into the dorm.
5. Guests must conduct themselves according to the rules of the University and of the residence halls. This specifically includes quiet hours.
6. Rooms must be well lit (overhead lights must be on at all times) and the doors must remain open and unlocked.
7. Residents, and their guests of the opposite sex, are not permitted to lie on dormitory beds for any reason. They also may not be under the same blanket on any piece of furniture.
8. Residents, and their guests of the opposite sex, must keep their feet on the floor when sitting on the same piece of furniture.
9. At the conclusion of the visit, or the conclusion of Open House hours, guests must be escorted back to the residence hall office area by their host to reclaim their ID and check out.
10. A roommate's privacy, plans, needs for rest and quiet time must be considered when a resident plans to bring a guest to the room.
11. Guests must use designated opposite sex restrooms during their visit. These restrooms are located in the lobby areas, and it is the responsibility of the resident to escort the guest to the restroom and back again.
12. Guests are required to check out by the end of Open House hours and exit the residence hall through the same door they used to enter the building.

Open house rules apply to the common areas in the dorms and all buildings on campus. Failure to comply with open house rules will, at a minimum, result in the loss of Open House privileges for all parties involved for a

minimum of one semester. Flagrant and repeated violations may result in severe disciplinary action. Residents who live in English Village, Church Hall, College Drive Apartments, and Ware Street Apartments and violate the open house rules will be required to move to Cottingham Hall or Tudor Hall.

Open House Hours for In Room Visitation

Monday Evenings 6:00 - 10:00 pm
Tuesday Evenings 6:00 - 10:00 pm
Thursday Evenings 6:00 - 10:00 pm
Friday Evenings 6:00 - 10:00 pm
Saturday Evenings 6:00 - 10:00 pm

Open House Hours for Residence Hall Common Areas

Sunday through Thursday Closes at Midnight
Friday and Saturday Closes at 1:00 am
English Village 24Hrs with Cameras in place

The University and the Residential Life Office reserves the right to cancel open house for any reason without prior notice to the residents. Cancellation of visitation will occur during university scheduled events or in the event of an emergency. The Residential Life Office also reserves the right to schedule additional open house hours to accommodate university scheduled events such as move-in, Mom's Weekend, Dad's Day, and Cochon de Lait. This special courtesy will allow parents and family members to extend visits with residents during these special occasions.

THEFT AND VANDALISM

The University is not responsible for theft or loss of personal belongings maintained in residence halls. Incidents of theft or vandalism should be reported immediately to the Resident Assistant or Head Advisor/Residence Director. Security personnel will coordinate the investigation of all thefts and vandalism. Students are strongly advised to obtain insurance to cover losses through theft or vandalism. Students who are determined to be in possession of another student's property are subject to judicial sanctions.

TERMINATION OF RESIDENCY

Any student who wishes to vacate a residence hall, must complete an Exit Interview, submit a deposit refund request, have their room inspected by an RA, and turn in their room key. Each individual who wishes to terminate occupancy must complete the above procedure with a staff member. Failure to check out properly will result in the forfeiture of the damage deposit, a \$25 fine, key replacement cost, and charges for any damages to the room/residence hall. In addition, students will continue to be charged rental fees until they officially check out of the residence hall. Upon completion of the required paperwork and procedures, the student may be eligible to receive a prorated refund of pre-paid rental fees.

UNAUTHORIZED SOLICITATION AND SALES

Any form of unauthorized sales, solicitation, or door-to door-distribution of materials (including but not limited to, surveys or questionnaires) is prohibited. Student organizations must obtain permission from the Student Support Services to sponsor a fundraiser or post a flyer. No student is allowed to use the University property/facilities to conduct private business enterprises. Residents are expected to report any unauthorized sales or solicitation in their building to the Residence Director.

MOST COMMON RESIDENTIAL LIFE FINES

Missing a mandatory ResHall meeting	\$25
Failure to check out for holidays	\$50
Failure to check out properly when a resident moves out of the dorm	\$50-100
Lost keys	\$25
Lost Secure Card	\$35
Failure to evacuate building during a Fire Alarm	\$50 min./doubles after
Pulling a Fire Alarm without cause	\$200
Failure to check-in an overnight guest	\$100
Opposite sex entering in keypad code	\$50
Failure to stay in assigned room for 4 nights per week	disciplinary action
Failure of weekly room check (first offense)	written warning
Failure to clean room within 24 hours of written warning	\$25
Repeated failure of weekly room check doubles with each subsequent violation	\$25 disciplinary action
Excessive noise (doubles with each subsequent violation)	\$25
Possession of illegal items in room, e.g., candles, coffee pots, etc.	\$25
Feeding stray animals	\$50
Possession of pets in the dorm (doubles with each subsequent violation)	\$100
Open house violations	loss of privileges
(English Village, College Drive Apartments, Ware Street Apartments, and Church Hall residents will be moved)	
Use of tobacco products on campus	\$100 & disciplinary action
Use of alcohol or other illegal substance on campus (1 st offense)	\$150 & disciplinary action
Possession of alcohol (1 st offense)	\$150 & disciplinary action
Possession of other illegal substance on campus (1 st offense)	\$350 & disciplinary action
See pg 90-91 for more details	
Failure to comply with university official	\$25 minimum
(Includes RA's, RD's, The Director of Residential Life and Student Engagement, Faculty, Staff, or Administrator)	
Moving out or leaving without checking out with the RA	\$50
Late for personal check-out time scheduled with RA	\$25
Remaining 1 to 29 minutes past posted residence hall closing	\$50
Remaining 30 or more minutes after the posted residence hall closing	\$175
Failure to remove all belongings and trash from residence hall	\$50 min./\$500 max

** Louisiana Christian University is not responsible for any personal items left behind in the residences halls after check out.