



The Grambling State University

Office of Residence Life Tiger Bulletin

I, _____, have read and understand the University’s policies pertaining to the information stated in this booklet. I am aware that I am responsible for complying with all university regulations contained in this tiger Bulletin, other University publications and notices placed on official University bulletin boards.

My signature confirms that I have read and fully understand the policy.

- [] I will purchase insurance
[] I will not purchase insurance
[] I already have insurance

Student’s Signature

Student’s Social Security Number

Witness

Date

General Information

RESIDENTIAL LIVING

Living in Tiger Land is an integral part of the University experience. There are four traditional residence halls and nine apartment-style units on the Grambling campus which house approximately 2500 students each year. The smallest residence hall houses approximately 36 students and the largest more than 250. Residence halls are grouped as follows:

- Female Halls: Jewett, Hunter, Robinson, 600, 800B, 900
Male Halls: New Attucks, Garner, 400, 500, 700, 800A
Co-Ed Halls: Tiger Village 100A, 100B, 200, 300
Apartment-Style Units: Drew, Richmond, Steeple Glen, Tiger Village

Mission Statement

The Grambling State University's Department of Residence Life/Housing mission is to foster a complete living and learning experience in an environment that is comfortable, clean and safe. The residence hall experience provides an opportunity for students to interact with peers from varying racial, ethnic and socio-economic backgrounds. To this end, students develop a growing sense of maturity and responsibility, through student involvement, awareness of the judicial process and the classroom experience.

Residence Life Staff

Both students and full-time professionals are critical staff members for the Department. The Area Coordinator is a full-time professional staff member who is responsible for the management and supervision of multiple residential areas including all student staff (Resident Assistants and Senior Resident Assistants) assigned to those areas. Their role is to ensure that the day-to-day operations of the residence halls are conducive and supportive of the educational goals of the resident.

The first staff member you will meet will be your Resident Assistant (RA). An RA is assigned to each floor in your residence hall to aid you whenever possible. Each RA is selected for leadership, experience, training, scholarship, and desire to help students. As a member of the Housing Staff, the Resident Assistant has a variety of responsibilities. Your Resident Assistant serves as a great resource person to direct you to professional staff for further assistance with specific challenges you may face as a student. The RA is responsible for working with the Area Coordinator, and University Police in developing an effective method of enforcement of the floor, hall, and university regulations. The RA also develops community by hosting programs in the residence halls.

PERSONAL PROPERTY AND THEFT

Tiger Village

The 2009-2010 academic year will feature continued campus development at Grambling State University. The new, state of the art housing project, Tiger Village-Phase I, is home to over 1200 students. With the modern design and amenities featured in Tiger Village, many new and exciting options are now available. Phase II, which opened in Spring 2009, offers new living options as many of our older residence halls has come off-line.

As the university works collaboratively with Ambling Corporation, who supervises the maintenance and custodial component, we require all Tiger Village and Steeple's Glen residents to review both the University and Ambling handbooks. You are held responsible for the guidelines and policies within both publications.

Both Resident Assistants and Community Assistants are assigned within Tiger Village and Steeple Glen to assist you with any issue or concern. We look forward to a new and exciting year and encourage you to catch the excitement as we want you to:

“Learn from the past...Live for the present..
and Prepare for the Future.”

The university is not responsible for loss in the residence halls because of fire, theft, interruption of water, heat, and other utilities, or other causes. The University is not responsible for personal property that is lost, or damaged. Thus, a resident should not keep large sums of money and other valuables in his/her room. The university is not responsible for items lost or stolen in residence halls during semester breaks or between semesters. The best guard against property loss is to keep your room locked. Report all losses to the student Residence Area Coordinator and University Police.

Residents are requested to provide their own personal property insurance. Information on insurance maybe obtained from the Housing office. It is requested that all electronic equipment, (computers, DVD players, etc...) be registered with the Residential Life Staff in your residence hall and with the University Police Department.



ZERO TOLERANCE

FOR

***FIREARMS**

***ILLEGAL DRUGS**

***VIOLENT BEHAVIOR**

Illegal Drugs

DANGEROUS DRUGS. The use, consumption, possession, manufacture, purchase, sale, and/or distribution of illicit drugs, narcotics or other controlled dangerous substances, are strictly prohibited and all local, and federal laws apply.

Firearms

DANGEROUS WEAPONS AND EXPLOSIVES. The use, possession, or storage of dangerous weapons and explosives are strictly prohibited. These include, but are not limited to firearms (e.g., shotguns, pistols, rifles, etc., knives, blades, and explosives) (e.g., gasoline, ammunition, gunpowder, fire-cracker, fireworks, bombs, other incendiary devices, etc.) except as required for classroom instruction and only with the expressed written authority of the Vice President of Student Affairs or the President.

Violent Behavior

DANGEROUS, THREATENING, UNSAFE BEHAVIOR. Any conduct or behavior which threatens or endangers the health or safety of any person or persons in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.

VIOLATORS WILL BE REQUIRED TO VACATE THE RESIDENCE HALLS IMMEDIATELY WITHOUT ANY PORTION OF THE ROOM FEE BEING REFUNDED.

FACILITIES/OPERATIONS

Two important components of residence living are housekeeping and maintenance. The Department of Residence Life/Housing works closely with the university facility management. The department reports necessary repairs and conditions routinely and upon residents' request. Maintenance and housekeeping requests for Tiger Village and Steeple Glen should be submitted to the Tiger Village Clubhouse staff.

Heating and Air Conditioning System

The heating and air conditioning systems in the traditional residence halls do heat and/or cool the buildings; however, problems arise occasionally as seasons change.

The system used in the traditional residence halls allows three options: cooling, heating, or off. Heating and cooling systems cannot operate simultaneously (as in our homes for example), and changing from one system to the other is an involved process. The Facilities Management department maintains contact with the weather bureau in an effort to determine when the weather has stabilized to the point where heating/air conditioning systems can be exchanged.

Your cooperation and understanding during these in-between periods will be appreciated. Apartment-style facilities such as Drew, Steeple Glen and Tiger Village provide modern heating/cooling options despite seasonal changes.

Housekeeping

Custodial Services are provided a minimum of five days a week, Monday through Friday, with limited cleaning on Saturdays and Sundays. The Facilities Management Department employs custodians in each hall who maintain the cleanliness of the common areas: community baths, hallways, lounges, and kitchens. Residents are responsible for cleaning their own rooms. In suite-style and apartment style halls, students must maintain their own bathroom space. Failure to do so may result in judicial referrals, fines and/or removal from the residence hall.

Maintenance

Routine inspection and repairs are made on a regular basis. A resident may report/request maintenance service. Requests for service are reviewed by the facilities department and prioritized with safety being the primary concern.

***Notify Residence Life staff about any maintenance problems**-plumbing, electrical, heating/air conditioning- in your room or on your floor. Emergency maintenance situations should be reported to staff or the Residence Life/Housing Office immediately. These reports are processed through the University Facilities Management and Tiger Village Maintenance Department daily.

Emergencies

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

EMERGENCY -Dial University Police at #2222.

Important Phone Numbers

Fire Safety

If a fire alarm is sounded, remain calm but leave the building as quickly as possible. Use stairways rather than elevators. Elevators are turned off during fire alarms. Fire drills are conducted each semester. However, anytime the alarm sounds, the resident should leave the building and carry out the following procedures:

Procedures

If a fire starts in your room, please call a Residence Life Staff member or University Police at extension 2219 or 2222 (if needed), or the Department of Residential Life/Housing at extension 2504. University Police will call the Fire Department (if needed), if a fire alarm is sounded, DO NOT open the door until you have:

1. Checked for smoke seepage around the door cracks.
2. Feel the door surface. If it is hot, don't open it. If the door seems cool, cautiously open.
3. Checked to see if it is safe. If safe, close all doors and windows behind you and proceed rapidly to a clear exit.
4. Secure the cracks around the door using sheets, pieces of clothing, or whatever is handy. This can block deadly heat and smoke.
5. Open the windows slightly. This will let in fresh air and let out bad air.
6. Hang a sheet out the window to signal rescuers. If you are trying to escape through a smoke-filled room or corridor, proceed as follows:
 - a. Wear hard-soled shoes.
 - b. Place a wet towel or other wet cloth over your head and face. Breathing through the wet towel will help to cool the air and filter out much of the smoke.
 - c. Take short breaths, breathing through your nose. Avoid gulping large amounts of smoke.
 - d. Cover your body with something that can easily be discarded if it catches fire.
7. Heat and smoke rises; and dangerous fire gases settle to the floor, thus, you should move quickly in a crouching position to the nearest clear exit.

ALWAYS TRY TO REMAIN CALM, NEVER RE-ENTER A BURNING BUILDING TO TRY TO SAVE YOUR PERSONAL POSSESSIONS. DO NOT USE ELEVATORS.

Smoke Detectors

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff members and licensed technicians will test the smoke detectors to insure they are functioning properly. (If there is a problem with the smoke detector in your room, please notify a residence hall staff member immediately). **Do not tamper with the smoke detector or any fire prevention equipment at any time. Students, who tamper with fire prevention equipment are referred to the Office of Student Judicial Affairs and are subject to fines and penalties as mandated by the State Fire Marshal and may be recommended for removal from University housing.**

OFFICE	PHONE NUMBER
Campus Police	2222
Directory Assistance (Campus)	0
Northern Louisiana Hospital	254-2100
Grambling Police	247-3771
Residential Life Office	2504
Tiger Village 200	4130
Tiger Village 300	3803
Tiger Village 400	3836
Freshmen Village 800A	3622
Freshmen Village 800B	3955
Freshmen Village 900	3621
Drew	2396
Garner	6067
Hunter	6067
Jeanes	6167
Jewett	7387
Judicial Affairs	6149
Counseling Services	3338
Foster-Johnson Health Center	2351
Tiger Village Clubhouse	247-0313
Cashier Window	2668
Financial Aid	6677
Mailroom	2255
Registrar	2224

RESIDENCE HALL SPECIFICS

	FLOOR	CAPACITY	STUDENTS / ROOM	AIR CONDITION	ROOM SIZE	WINDOW SIZE
ATTUCKS	2	37	2	YES	13.3 X 19	33 X 6.1
DREW	2	166	2	YES	13.3 X 19	33 X 6.1
GARNER	2	76	2	YES	13.3 X 19	3.3 X 6.1
HUNTER	2	92	2	YES	14 X 18	3.3 X 6.1
JEANES	2	100	2	YES	12 X 14	3.5 X 5
JEWETT	2	56	2	YES	18.3X22.5	7 X 8.5
RICHMOND	2	25	2	YES	18.3X22.5	3.3 X 6.1
ROBINSON	2	72	2	YES	11 X 18	3.3 X 6.1
Tiger Village						
100-A	3	94	1	YES	13.3 X 19	3 X 4
100-B	3	190	1	YES	13.3 X 19	33 X 6.1
200	3	184	1	YES	13.3 X 19	33 X 6.1
300	3	180	1	YES	13.3 X 19	3.3 X 6.1
400	3	148	1	YES	13.3 X 19	3.3 X 6.1
500	3	192	2	YES	13.3 X 19	3.5 X 5
600	3	216	2	YES	13.3 X 19	7 X 8.5
700	3	36	1	YES	13.3 X 19	3.3 X 6.1
800 A	3	148	1	YES	13.3 X 19	3.3 X 6.1
800 B	3	276	1	YES	13.3 X 19	3 X 4
900	3	169	1	YES	13.3 X 19	3.3 X 6.1

Sprinkler System

Steeple's Glen, Drew and Tiger Village are equipped with sprinkler heads. These heads are designed to provide you with safety from a fire in your room or residence hall.

Intoxicated Person

If someone is found to be intoxicated, call University Police, and be prepared to give the following information.

- Your name and location
- Nature of the emergency
- Location of the person
- Number of people involved

DO NOT:

- Give the person any type of medication
- Walk, run or exercise the person
- Give the person a cold shower
- Give the person any liquid
- Attempt to control the person

DO:

- Keep the person comfortable until University Police arrive;
- Place a garbage bag in a can next to the person so he/she may vomit if necessary; Check the person periodically to monitor his/her breathing

MEDICAL EMERGENCIES

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Residence Life staff member will call University Police.

- If a medical emergency occurs at any other time the Residential Life Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. Try to verify a medical history. Get student's home phone number and address.

Call the University Police (office) 274-2222

Mental

Call the Counseling Center: Monday-Friday between the hours of 8:00 a.m. - 5:00 p.m., for anyone that you feel may be experiencing emotional problems at (274-3338). During all other times, call University Police at 274-2219 or 2222.

Death

In the event a student or non-student is found dead in the residence hall, you should:

- Call University Police at 274-2219 or 2222
- Call the appropriate Residential Life/Housing supervisor's (office)
- Do not attempt to contact/notify the resident's family nor the media

The Vice President for Student Affairs will notify the family or media. The Residential Life staff, along with the resident's roommate, will pack the deceased personal belongings and make arrangements for the parents/guardians of the deceased to pick up the personal items in the residence hall.

Severe Weather and Tornadoes

In the event a tornado is reported or sighted, all persons within the residence halls should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

- 1st floor residents, move to the 1st floor hallways

Bomb Threats

If you receive a bomb threat or any other type of threatening telephone call, you should remember the following:

1. Remain calm.
2. Attempt to identify background noise such as traffic sounds, machinery running or voices which may assist in determining the location of the caller.
4. Attempt to identify caller's voice. Is it female or male, high or low pitch, heavy or light accent or no accent at all?
5. If bomb threat, ask what **TIME** the bomb is scheduled to detonate, the location of the device, and the **REASON** for the placement of the bomb. Write down the above details for Grambling State University Police and, above all, **DO NOT HANG UP THE TELEPHONE.**
 - Notify the appropriate supervisor.
 - Notify the Grambling State University Police Department at (318) 274-2222.
6. If a bomb threat is made, ask what **TIME** the bomb is scheduled to detonate, the location of the device, and the **REASON** for the placement of the bomb.
7. Write down the above details for Grambling State University Police and, above all, **DO NOT HANG UP THE TELEPHONE.**
8. Notify the appropriate supervisor.
9. Notify the Grambling State University Police Department at (318) 274-2222.

Parking Lots

Throwing balls, Frisbees and other objects in the residence hall parking lots is prohibited. All athletic activities are confined to appropriate areas outside the residence halls. Horse playing is not allowed!

Pets

Only tropical fish are allowed. (*Note: University is not responsible for loss in any form or fashion of fish.*) Dogs, cats, birds, reptiles, amphibians, mice, and other pets are not allowed in the residence halls. Repeat occurrences of this violation will result in removal from the residence hall without any refunded portion of the contracted yearly room rental amount. Feeding of stray animals outside any residence facility is not permitted. Any encouragement of strays is considered a violation due to sanitation and health standards and will be addressed accordingly.

Smoking

All residence halls in the Residential Life system are non-smoking facilities. Smoking is 50 feet away from the Residential Halls.

Street Signs and State/Local Property

The display of street and traffic signs is prohibited in residence hall rooms without Department authorization. (Possession of state or local property is prohibited.)

Weapons and Fireworks

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

Darts and dartboards are not permitted in the residence halls.

Weights

Barbells and dumbbells, whose total weight is less than 50 pounds are permitted in residence hall rooms. No weight sets.

Windows

Objects should not be dropped, thrown, hung, or placed from residence hall windows. Screens should not be removed and should remain attached at all times.



Bikes

All bicycles must be registered with the University Police. Cyclists are to abide by all traffic regulations. Bikes should be secured with a lock and chain. Bikes are not to be parked anywhere in the residence halls, nor on stairways or in exits.

Dress

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

Tampering with Fire Equipment, False Alarms

Student (s) responsible for discharging fire equipment, tampering with alarm horns or false fire alarms shall be referred to the Office of Student Judicial Affairs and may also be prosecuted through the criminal courts and are subjects to fines and monetary penalties as mandated by the State of Louisiana. *State fire code mandates prohibit the burning of incense or candles in rooms, suspending items from room ceilings, and ironing in rooms. Candles are not allowed in the residence halls. Any item with an open heating element or that exceeds specified wattage is not prohibited within the residence hall. All fire violations result in a mandatory judicial processing, which may include monetary charges, fire education seminar and/or community service.*

Hazing, Harassment, and Violence

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

Loitering

Loitering is not permitted in or around the residence halls. A fine of \$100 will be charged to the student if Refer to your Student Handbook for additional information.

Noise

Each student should respect the rights and requests of his neighbors. Noise should not disturb residents' study, sleep, etc. Disciplinary actions that may be taken to curb noise include restriction of visitors to the room or relocation of the student. Sound equipment-musical instruments, stereos, and TVs-may be operated in student rooms but must not disturb others. Students are encouraged to use headphones. Disturbances may result in removal of the equipment from the building or by resident being removed. Car stereos in residence hall parking lots that disturb residents should be referred to University Police.

SECURITY

Grambling State University has its' own 24 hour police department, available to assist you with any concern or issue. The following are general highlights:

1. For the security of the residents in your hall, report any lost keys to a departmental staff member immediately. Periodic key checks are conducted.
2. Visitors of the opposite sex must enter through the hall's front entrance and must be escorted at all times.
3. Report doors left open, doors not securing properly, and unescorted visitors inside the building to a staff member or University Police.
4. If you are locked out of your room, you must have proper identification for staff to verify your room occupancy. If your identification is in your locked room, the staff member may enter the room and retrieve the identification for verification purposes. Work cooperatively with our University Police to ensure the safety of your home away from home.

Room Keys

1. Room keys are the property of the University and may not be duplicated. If you lose your room key, report it immediately to the Residential Life/Housing Staff. A charge sheet will be issued for lost key. The charge sheet must be submitted from the Residential Life/Housing office for a lock change to be made by either Ambling Management or Facilities. Once the lock change is made, the person who lost the key will be charged \$70 (hard key)/\$40(card key). For lock-outs, staff members will utilize a gaining entry form and must verify student's identification. Tiger Village lock changes must be processed through the Ambling Management/Tiger Village Club House Staff.
2. The Lock Out Procedure will go as follows: First time WARNING, second time and thereafter, \$25. After Mid-night \$50.
3. Keys are non-transferable. They are for the exclusive use of the resident, not visitors or others. A fine of \$100 will be charged to the student for passing there key to non occupants of the room.

Anyone in possession of and/or duplicates Grambling State University keys without authorization will be subject to separation from the University and could face criminal charges.

Guests

Opposite gender visitation hours will be posted within your residence hall, upon approval of the Office of Residential Life/Housing. You assume responsibility for your guest (s). Guests must obey University and residence hall regulations and may be requested to leave by a department staff member. A maximum of four people total may be in a resident's room at any one time. Students may have **overnight guests of the same sex**, provided there is a vacancy in the room and/or roommate agrees to condition. No guest is allowed to spend more than two nights in the residence halls per semester. All guests must be signed in with a staff member. Overnight guests must be no less than twelve years of age.

If a guest stays beyond two nights in the residence halls, the student will be assessed an additional semester room rent charge. **Overnight guests of the opposite sex** are prohibited.

Visitation Guidelines for guests (pending departmental approval)

The following visitation guidelines should be followed:

1. GSU students must present a valid GSU ID to participate in visitation. All residents must check their guests in and out by going to the residence hall office. A staff member will assist them by producing the Visitation Log. ID cards must be given to staff member until student returns to check-out.
2. Guests must be escorted by a resident of that hall at all times. Guests must be currently enrolled Grambling State University students.
3. Residents and their guests are expected to be completely clothed. Guests must use the appropriate restroom facilities. Men are restricted from entering female community baths, and females are restricted from male community baths. Opposite Sex visitors in suite-style halls may not shower in the suite bathrooms.
4. Each resident may entertain only one guest at a time.
5. For security reasons, guests must enter the residence hall via the main entrance.
6. Sexual intercourse is not allowed in the residence halls.
7. Overall student conduct in a particular residence hall will determine participation in visitation.
8. Room are subject to periodic checks by University Personnel and Resident Assistants.
9. Students must communicate with their roommate to determine appropriate timeframe to participate in visitation within the overall visitation policy.
10. Violation of the visitation guidelines or policy will result in disciplinary action.
11. Specific days and hours for Visitation will be posted in your specific Residence Hall.
12. Safety concerns and/or violation of the policy should be reported immediately to the Department of Residential Life and University Police.

VISITATION IS UP TO THE DISCRETION OF THE DEPARTMENT OF RESIDENTIAL LIFE AND STUDENTS WILL BE NOTICIFIED WHEN VISITATION OFFICIALLY BEGINS.

Lounges

Guests of the opposite sex are welcome from noon until midnight in the residence hall. Lounge areas left dirty may be locked. Furniture should not be removed from lounges.

Theft and Vandalism

The best guarantee for the security of your personal property is a locked room door. Most thefts in the residence halls occur due to unlocked doors. If your door is equipped with a deadbolt, remember to lock it as well. Belongings can be insured in a family's homeowner's policy, renter's insurance, or personal property insurance. Students are encouraged to have such insurance. Information on personal property insurance is available from the Residential Life/Housing Office. Students who witness vandalism should report it to a Department staff member or University Police at 274-2222.

AMENITIES

Telephones

Each room is telephone ready. Supply your own phone. Local calls made from residence hall rooms are free. To place calls from one campus extension to another, simply dial the last four digits of the telephone number. To call from a residence hall room to phones. Work orders for telephone repair are processed by Residential Life to the Information Technology Center.

concerning any of the contract provisions. This contract is made and accepted subject to the applicable provisions of the University Bulletin and University publications.

Hall Standards

The Department of Residential Life/Housing's purpose is to provide accommodations and experiences, which will complement each student's academic experience. To be successful, the Department endorses a system of order to promote academic development, social maturity, spiritual enrichment, and personal improvement. Students are responsible for regulations outlined in this bulletin, in the Grambling State University Student Handbook, notices sent to their rooms, and in floor and hall meetings. Residential Hall Meetings are **MANDATORY**. **Missing meetings will result in a \$25 fine.**

Disciplinary Action

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

1. Residential Life/Housing Staff
2. Judicial Affairs
3. University Police

Disciplinary action by each may include warnings, restrictions, community service, probations, relocation, suspension, expulsion, or prosecution. Details regarding student conduct and disciplinary action may be found in the University's "Code of Student Rights, Responsibilities, and Behavior" found in the Grambling State University Student Handbook. Copies may be obtained from the Student Affairs Office in Grambling Hall. The following regulations are designed not to be all-inclusive but to be an aid for students living in the residence halls. The Department reserves the right to modify the regulations to best serve the students.

Identification

A valid form of identification (GSU ID) must be produced upon request by any University official: RAs, Residence Life Staff, Residence Life/Housing or University Police.

Alcohol

Alcohol (of any kind including beer or wine) is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in the residence halls even as decorations.

Gambling

Gambling for money or stakes representing money on University property is in violation of state law and is thereby prohibited. **NO GAMBLING**

Check Outs

When you change rooms or move from the residence halls, you must be checked out by a staff member. The staff member must be notified in advance, if you are not checking out during regular scheduled check-out times. If you are checking out at the end of the semester, you must do so before the building closes or you will be fined. Residents who vacate a hall after its posted closing time without authorization will be assessed a fee. All residence hall students must check out before the close of each semester. (Only students who will be remaining in their same rooms during summer do not check out at the end of Spring Semester. All student rooms are vacated between summer and fall semester.)

To Checkout, use the following instructions:

1. Move everything out from your side of the room; then sweep, mop, and clean your side of the room.
2. Find a staff member for your checkout. Give the staff member your room key.
3. The staff member will compare your Check-In/Check-Out form to the room's current condition.
4. If there are damages listed on your check-out form, a charge sheet will be generated for student signature.

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

The Department of Residential Life reserves the right to conduct a final inspection of your room upon your departure. Additional charges will be added to your account as a result of this inspection.

Relocation and Consolidations

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

The Department of Residential Life adheres to the policy that any student contracting at the double occupancy rate must retain a roommate at all times in order to avoid additional fees.

Room Rent

Every effort is made by the University to keep room rent as low as possible for all students. It is the policy of the university that students contract for room rent on a yearly basis. Residence hall accommodations are operated on a room and board plan: all students living in the residence hall system must pay for the two services.

Residence Hall Room Contract

The Residence Hall Room Contract is a legal document, an agreement between the student and Grambling State University, as an institution of the State of Louisiana Board of Trustees for State Colleges and Universities. Any questions regarding the contract should be addressed to the department's administrative staff in Grambling Hall; residence hall student staff members are not authorized to offer interpretation

an off-campus number within the Ruston local calling area, dial 9+ the seven digit telephone number. For long distance calls, you may purchase phone cards or use a cell phone.

Vending Machines

If vending machines are available in your assigned residence hall, they will be located in the first floor lobby area. Anyone found tampering and/or damaging the vending machines will be sent directly to Judicial Affairs.

Laundry

All students are required to purchase a laundry card from the University Police Department. The cost of the card is \$5 dollars and incremental amounts may be placed on the card. A laundry room is placed in every residence hall on the 1st floor.

ROOM CHECKS

The University reserves the right to enter students' rooms at anytime in order to:

1. Determine emergency situations
2. Make routine maintenance inspections
3. Maintain minimum health and safety standards (cleanliness)
4. Enforce regulations
5. Blocking doors is prohibited. Students with blocked doors will be sanctioned and fined \$500.

Electrical Appliances and Equipment

Electrical appliances with **open heating elements**-hot plates, coffee makers, toasters, toaster ovens, sandwich makers-**are not permitted** in student rooms. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances such as -window air conditioners, refrigerators more than 2.5 cubic feet-are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. **Surge protectors are required** for all electrical usage. Anyone found in violation will be charged a fine of \$100 and the belongings will be confiscated and returned at the end of the semester.

Cleanliness of Rooms

Residents are expected to maintain minimum health standards in their rooms. Food containers should be disposed of properly and promptly, and clutter should be kept to a minimum. Clutter and food attract roaches and other pests. Residential Life staff makes weekly inspections of student rooms to ensure cleanliness. Pest Control provides monthly preventive service.

Abandoned Possessions

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

Decoration and Alteration of Rooms

Permanent alteration of residence hall rooms is not allowed. Nails or screws should not be placed in the walls, ceilings, windows, or doors. For hanging posters, only art gum should be used. Tape and other types of adhesive substances are not permitted. Tacks or push pins should be used on bulletin boards only. Altering a room may result in damage charges. Do not disassemble any bed that is in your room that you are not occupying. These beds are present for placement of future or possible roommates.

Liability

The University is not responsible for loss in the residence halls due to theft, fire, floods, interruption of utilities, or other causes. Room rent will not be adjusted due to loss or interruption of utilities. The University is not responsible for personal property that is lost, stolen, or damaged in or on residence hall properties. This policy includes student rooms, storage rooms, and automobile lots, as well as other residence hall areas and during vacation and holiday break times. The department encourages all students or their parents to have personal property insurance. Property insurance policies are available at the department.

Sales and Solicitation

Sales and solicitation are **PROHIBITED** in the halls unless permission has been granted by the Director of Residence Life/Housing. All signs posted in the residence halls must be approved by the Office of Residential Life. All signs will be posted by the Residential Life Staff. Students are requested to report any unauthorized salesmen or solicitors to department staff.

Residence Life Publications

The Tiger Bulletin contains policies, rules and regulations, and general residence hall information of the University and the Department of Residence Life/Housing. Residents are obligated to read the residence hall information in the 2009-2010 Grambling State University Student Handbook which may be obtained from the Division of Student Affairs in Grambling Hall.

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

Department Notices are distributed to residents by staff members. **Residents are obligated to read all Departmental information.** *Other important information* will be relayed through the university website, memos, flyers, periodic business and social meetings conducted on individual floors and/or in individual residence halls by Department staff members. Meetings are scheduled in advance, and residents are responsible for the information.

When you check in or change rooms, a Check-In/Check-Out form is given to you. You should complete the form and list the condition of the room. Any damage should be noted specifically. Damage charges will be levied for discrepancies between the form and the condition of the room upon your checkout from the room. If you need assistance, ask a Residential Life/Housing staff member.

Room Changes

All room changes must be initiated in the Residential Life/Housing Office in Grambling Hall. Room changes are based on available space and must be authorized with valid reason. Each student who will be moving must be present to request permission to change. You must first go to the Residential Life/Housing Office to secure written permission before any change or transfer belongings takes place. Moving without permission results in \$100 fine and room usage fees for the period of continued occupancy. Use the following procedure in making a room change:

Room Change Authorization

1. Obtain authorization from the Residential Life/Housing Office.
2. Go to the original room assignment and remove all belongings. Sweep, mop, and clean your area of the old room. Locate a staff member. The staff member will check you out and you will receive a proof of checkout form. The staff member will keep a copy of your authorization.
3. Once you receive authorization, go to the building you are moving into, the staff will issue a key along with a Check-In/Check-Out form for the new room.
4. Fill out the Check-In/Check-Out form for the new room and return it to a staff member.
5. Room changes are not complete until keys to the old room have been returned. Failure to do so will result in additional charges.

Responsibility for Damages

YOU are responsible for any damage to your room. Any resident or guest who causes damages or allows damages to occur in a student room or in or around the residence halls will be required to pay for the restoration of that area. If it cannot be established which resident caused or allowed the damage in a room, all residents of the room will be held equally responsible for restoration costs. In addition, students are subject to University disciplinary actions and removal from University housing as well as possible criminal prosecution. The resident is responsible for all damaged items in his or her room not reported on the Check-In/Check-Out form given to the resident at check-in. Repair and replacement costs can be substantial. Department administrators determine the actual repair or replacement costs. Only the Department can authorize repairs or modifications in the residence halls.

Opening and Closing of Halls

The dates for the opening and closing of all residence halls are posted in the University Calendar. A limited number of halls are open each summer. Residents not living on campus during Summer Session must check out at the end of Spring Semester, and those living on campus for Summer Session must change rooms to their new location or check out before buildings close at the end of Spring Semester. All buildings close at the end of Summer Session and all residents must check out. Residents who vacate a hall after its posted closing time without authorization will be assessed a fee.

Summer Assignments

A limited number of residence halls are open for summer. Students who are not enrolled for Summer school must check out at the end of Spring Semester. Those who will enroll in summer classes must check out from their current assignment before they can check into their Summer school room.

Room Reservation

At an announced time each spring, all current residents must complete room reservation to choose a room for the Summer and/or Fall semesters or to cancel their reservation. Making a reservation requires an advance prepayment to secure a space for fall semester. Those wishing to remain in their current room receive first preference. The remaining spaces are assigned on a first come basis. Failure to complete room reservation during the publicized time period results in the loss of your current room. Students, who do not complete room reservation must re-apply for housing and pay all required fees associated with that process.

Check-Ins

Check In Procedures

1. The student must have a room assignment on file within the residence hall.
2. The student must complete a Residence Hall Agreement Form prior to receiving a key.
3. The student must complete a Residence Hall Check-in/Check-out form and Room Inventory Form.
4. The student must receive a copy of the TIGER BULLETIN and the STUDENT HANDBOOK.
5. The Residential Life staff member will locate the student's name on Alphabetical Rosters/Floor Plans, and the student will date and initial when checking in.
6. The student will receive key when steps 1-5 are completed.

ROOM ASSIGNMENTS

Board of Trustees Policy

In compliance with the Louisiana Board of Trustees resolution, it is the policy of the University that all unmarried, full-time, undergraduate students with 60 hours or less, regardless of age or whether or not emancipated, will be required to live in a residence hall as long as space is available. Students found violating this policy will be required to move into the residence hall system and pay full room rent for the semester in which the violation occurred. Forms for making application for consideration of the exemption from the on-campus residency requirements may be obtained from the Department of Residence Life/Housing. Forms must be returned to the department at least two weeks prior to the first day of registration for the semester of the application in order to ensure full consideration before registration. Action taken on applications received on time will be mailed no later than five days prior to the first day of registration for the semester.

Residence hall accommodations are operated on a room and board plan: all undergraduate students living in the residence hall system must pay for the two services. You must remain in the same room during the academic year unless you request a room change at the Residence Life/Housing Office or unless the room is unavailable due to repairs, renovations, closure, disciplinary relocation, or consolidation. New residents are assigned a room on the basis of the date of admission and completed application, along with the required housing deposit. "New" assignments for each Fall semester are made after current returning residents have been assigned their room (s). Roommate requests for new students must be mutual and made by the time room assignments are made. Roommate requests are not guaranteed. All assignments are made according to these priorities.

Academic Suspension

Students placed on **academic suspension** or **students, who do not achieve satisfactory academic progress (SAP)** for a particular semester will not be allowed to retain their housing status for that respective semester, unless a university appeal has been granted and registration has been officially completed. However, if the student is re-admitted to the university and space is available, he/she will be assigned a room. If unable to accommodate students on campus, they will be placed on a waiting list until a room becomes available.