

Grambling State University

Division of Student Affairs
Department of Residential Life



TIGER

BULLETIN

*Tiger Village * Freshman Village * Steeple's Glen *

*Hunter * Robinson * Jeanes * Jewett * Garner *

*Richmond * GSU West Campus *



Greetings,

On behalf of Grambling State University's Department of Residential Life/Housing, I'd like to welcome you to your new home away from home. You have made your first great choice as a collegiate student, by deciding to live in on-campus housing. By living on campus you will have the opportunity to meet people from different backgrounds, make lasting friendships, and get involved in your education in ways you could not even imagine.

Research suggests that students who live on-campus typically perform better, earn higher grade point averages and have a better overall college experience. Living on-campus puts you in the center of everything! You'll be living just steps away from classrooms, faculty offices, dining facilities, and other campus buildings like the Favrot Student Union, Eddie G. Robinson Museum and the Fredrick C. Hobdy Assembly Center.

Our dedicated staff is here to provide you with a clean, safe living environment, and is dedicated to the social, physical and academic needs of every resident. I encourage you to get involved and take advantage of all the opportunities available to you as a student and as a resident. Once again, welcome to Grambling State University, the place where everybody is somebody!

James R. Payne

Director of Residential Life/Housing

Expectations

The Tiger Bulletin contains the policies, rule, regulations, and general residence hall information for the Department of Residential Life/Housing. Students are expected to read and be familiar with the contents of this bulletin. Whether resident or non-resident, student or guest, the rules listed herein are applicable under the designated circumstances.

The information in this bulletin is up to date as of the time of publication. The Department of Residential Life/Housing reserves the right to make amendments at any time. Should an amendment occur appropriate notification will be made available to every resident.

While this bulletin covers housing policies and procedures, residents are obligated to be familiar with other University publications such as the Grambling State University Student Handbook, Code of Student Conduct, University Catalog, and various brochures. Other important information will be relayed through the university's website, memos, flyers, GSU student email and residence hall meetings.

Responsibilities

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

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General Information

RESIDENTIAL LIVING

Living in Tiger Land is an integral part of the University experience. There are five traditional residence halls and ten apartment-style units on GSU 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, Truth, Bethune, Wheatley, Bowen, Jeanes

Male Halls: New Attucks, Garner, Holland, Knott, Pinchback, Douglass

Co-Ed Halls: Jones, Tubman, Adams

Apartment-Style Units: Richmond, Steeple's Glen, Freshman Village, Tiger Village, and GSU West

Residential Life Mission Statement

The Grambling State University's Department of Residential 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.

Residential Life Staff

Both students and full-time professionals are critical staff members for the Department of Residential Life/Housing.

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 **Graduate Assistant (GA)** is responsible for ensuring the successful management of a residence hall that reflects the department's vision, mission and diversity statements, as well as the University's academic and educational goals. Specific hall responsibilities are based on individual hall needs but GA's will be responsible for: staff supervision, hall government advisement and providing leadership of a safe living and learning that supports student engagement and success.

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.

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**. **Publicity for meetings is posted at least 48 hours prior to the meeting. Missing meetings will result in a \$25 fine. In the event a resident fails to attend a hall meeting, he/she must present proper documentation to their Area Coordinator within 48 hours of the hall meeting in order to prevent the \$25.00 fine as well as receive the information that was given during the hall meeting.** The Department of Residential Life/Housing mandates all residents adhere to the 24 hours quiet hours during mid-term, finals and reading periods, starting at 10:00pm the day before.

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 less than 60 hours, regardless of age or whether or not emancipated, will be required to live university housing 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 Residential 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 Residential 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 are given the opportunity to apply for a 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.

Opening and Closing of Halls

The dates for the opening of all residence halls are posted in the University Calendar. Residence Halls close at 5 pm on Commencement Day of that semester and all residents must check-out. A limited number of halls are open each summer. Therefore, summer school housing is on a first come first served bases. 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 or will be living off campus must check-out of their spring assignment by the specified date and time. Those who will enroll in summer classes must check out from their current assignment before they can check in to their Summer school room.

Pre-Housing Procedure

At an announced time each spring, residents are allowed to renew their residential life lease agreement as well as sign up for summer housing. Renewing your Residential Life Lease Agreement during this time will secure your space for fall semester. Students who do not Pre-House during the designated time frame must re-apply for housing and pay the \$150 Room Reservation Fee and the \$50 Housing Application Fee.

Meal Plan

Every student that resides in university housing with the exception of those at GSU West Campus is required to have a meal plan. Once a meal plan is selected it cannot be changed. West Campus residents must complete a meal plan exemption form at the Finance Office located in Long Jones Hall in order for their meal plan to be removed from their student account.

Mail

All residence hall students must obtain a mail box in the campus post office located in the Favrot Student Union. U.S. Postal Service will not deliver to individual residence halls or apartments.

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 and pro-rated charges will be applied to the student's account. 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.

Check-Ins

Check In Procedures

1. The Residential Life staff member will locate the students name on Alphabetical Rosters/Floor Plans.
2. The student must complete a
 - Residence Hall Check-in/Check-out form
 - Residential Life Lease
 - University Housing Policies & Insurance Confirmation
 - Room Condition Form
3. The student will receive a copy of the TIGER BULLETIN
5. The student will receive key(s) when steps 1-3 are completed.

NOTE: Students must complete the Room Condition Form and return it to their RA within 48 hours of their check-in date.*

When student checks in or change rooms, a room condition form is provided to each student. Students are expected to complete the form by listing the condition of the room as he or she sees it. 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. Should one fail to complete registration the student will be charged a fee for the time spent in the residential hall.

Room Checks

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

1. Determine emergency situations
2. Make routine maintenance inspections
3. Maintain minimum health and safety standards (cleanliness)
4. Enforce regulations

Blocking doors is prohibited. Students with blocked doors will be sanctioned and fined \$500.

Electrical Appliances and Equipment

Electrical appliances such as crock pots, electrical grills, fry daddy's, outside grills, hot plates, coffee makers, toasters, toaster ovens, sandwich makers **are not permitted** in student rooms. Anyone found in violation will be charged a fine of \$500 and the belongings will be confiscated and returned at the end of the semester. 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.

Transportation

Grambling State University provides transportation services to all new and returning students. The Office of Student Transportation is student-managed and offers airport transportation to and from the Monroe and Shreveport airports (for specific times of the year), local shopping malls and off-campus doctor's appointments. For additional information, please email the Office of Student Transportation at gsutransportation@gram.edu or by calling 318-274-4095.

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 random inspections of student rooms to ensure cleanliness. Pest Control provides monthly preventive service. All residents are required to have a mattress cover; failure to have a mattress cover will result in a \$25.00 fine. Any stains or damages to your mattress will result in a charge for replacement of the mattress. West Campus residents are required to keep the garage area clean at all times. Failure to do so will result in a fine.

Storage

At the end of the fall semester, students who are registered and paid for the upcoming spring semester may store their belongings in their room. Residents are not allowed to store the belongings of another person. Resident will be assessed a charge for illegal storage of belongings. The University is **NOT** responsible for lost or stolen items.

Abandoned Possessions

The University is not responsible for possessions left by a resident. Any items found by the staff will be discarded. **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 possible roommates.

Liability

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

Sales and Solicitation

Sales and solicitation are **PROHIBITED** in the halls unless permission has been granted by the Director of Residential 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.

Energy Conservation

Conserving energy is both economically and ecologically wise. Students are expected to turn off lights, fans, appliances, and other electrical items when not in use, to set the thermostats at conservative levels (70 degrees), and help conserve energy in all possible manners.

Room Changes

All room changes must be initiated in the Residential Life/Housing Office in Grambling Hall 216. 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 permission before any change or transfer of belongings takes place. A prorated room charge will be applied when moving from one room style to another. 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 sign the Proof of Checkout after you check out.
3. Once you receive proof of checkout, go to Residential Life Office, Room 216 Grambling Hall, to receive the new assignment.
4. Then, go the building you are moving into, the staff will issue a key along with a Check-In/Check-Out form for the new room. 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 proof of checkout is returned. Failure to do so will result in additional charges.

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. Students that check-out prior to the 14th day of class will be assessed a prorated charge. While those students that check-out after the 14th class day must pay the total cost of room and board. Any resident that allows an additional person(s) to stay in there room will be assessed an additional fee.

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

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. Common area charges will be assessed for damages or trash in common areas of the building, to all residents of that area if the responsible party is not identified. Only the Department can authorize repairs or modifications in the residence halls.

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. A prorated room charge will be applied when moving from one room style to another.

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. Students will be given the option to consolidate on their own. After the allotted time has expired, the Department will manage room consolidation.

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. 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(s).
3. The staff member will compare your Check-In/Check-Out form to the rooms 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 residence halls without checking out will be charged
for lock changes, fines, and other associated charges.*****

The Department of Residential Life/Housing reserves the right to conduct a final inspection of your room upon your departure. Additional charges may be added to your account as a result of this inspection. Should your account be assessed, proper notification will be provided to you. You will have 15 days of the date of the letter to appeal the stated charge.

GUESTS

A guest is a person who is not assigned to the room he or she is visiting. A guest can be a non-student, parent, friend, etc. You assume responsibility for ALL guest(s). Guests must obey University and residence hall regulations and may be requested to leave by a department staff member. Children are allowed in lounge areas **ONLY** with a parent present. A maximum of one guest per resident may be in a resident's room at any one time.

Visitation

Visitation hours will be posted within your residence hall, upon approval of the Office of Residential Life/Housing after registration for the University is completed. Normal visitation is from 12noon-12midnight, however the Department of Residential Life/Housing reserves the right to modify or suspend visitation at their discretion. ALL visitors regardless of gender must be escorted at all times while in the residential facility.

Overnight Guests

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. Guests must be escorted by a resident of that hall at all times.
2. 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.
3. Each resident may entertain only one guest at a time.
4. For security reasons, guests must enter the residence hall via the main entrance.
5. Sexual intercourse is not allowed in the residence halls.
6. Overall student conduct in a particular residence hall will determine participation in visitation.
7. Rooms are subject to periodic checks by University Personnel and Resident Assistants.
8. Students must communicate with their roommate to determine appropriate timeframe to participate in visitation within the overall visitation policy.
9. Violation of the visitation guidelines or policy will result in disciplinary action.

10. Safety concerns and/or violation of the policy should be reported immediately to the office of Residential Life and University Police.

Visitation is up to the discretion of the Department of Residential Life/Housing and students will be notified 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 and residents may be fined. Furniture should not be removed from lounges.

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 an off campus number within the Ruston local area, dial 9+ the seven digit telephone number. Work orders for telephone repair are processed by our I-service desk. Please take the following steps:

Logo on to www.gram.edu

Click on GSUnet

Click on I-Service Desk

To your left click on "Submit a Housing Maintenance Request".

Select building

Enter the type of request and click "submit"

Cable Television

All residence halls are equipped with basic cable TV service. Residential Life also has a closed circuit station: Channel 79. This station gives up to date housing and University notices as well as showing newly released movies. Work orders for cable repair are processed by our I-service desk. Please take the following steps:

1. Logo on to www.gram.edu

2. Click on GSUnet

Click on I-Service Desk

To your left click on "Submit a Housing Maintenance Request".

Select building

Enter the type of request and click "submit"

Residents that reside at GSU West campus who experience cable issues must contact 1.866.229.8750. Residents who fail to return their cable box will be charged a \$40.00 replacement fee. Additionally, should a student not return their receiver will be charged a \$60.00 replacement fee.

Vending/ Soda 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. Should a resident lose their money please contact the Area Coordinator or the number listed on the machines.

Laundry

All students may 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, with the exception of Jewett and Richmond Hall. Anyone found tampering/damaging the washers and dryers will be sent directly to Judicial Affairs.

Wireless Internet

All residence halls are equipped with Wi-Fi and or Ethernet connections. Work orders for Internet repair are processed by our I-service desk. Please take the following steps:

Logo on to www.gram.edu

Click on GSUnet

Click on I-Service Desk

To your left click on "Submit a Housing Maintenance Request".

5. Select building

6. Enter the type of request and click "submit"

Residents that reside at GSU West campus who experience internet issues must contact 1.866.229.8750. Music and movie downloading is PROHIBITED. Students found in violation will be fined and referred to judicial affairs. Additionally, West Campus Residents are the ONLY residents that have wireless routers. Students that fail to return their assigned router will be charged a \$70.00 replacement fee.

PLEASE NOTE THAT PERSONAL WIRELESS ROUTERS ARE NOT ALLOWED AND DISCIPLINARY ACTIONS WILL BE TAKEN

FACILITIES/OPERATIONS

Two important components of residence living are housekeeping and maintenance. The Department of Residential Life/Housing works closely with the university's Facility Management and Ambling Management Company. The department reports necessary repairs and conditions routinely and upon residents' request. Maintenance and housekeeping requests for Tiger Village/Freshmen Village and Steeple's Glen should be submitted to the Tiger Village Clubhouse staff at **318.247.0313** or online www.tigervillagegsu.com.

Heating and Air Conditioning System

The heating and air conditioning systems in the traditional residence halls do heat and/or cool the buildings; however, should a maintenance issue occur, residents should contact their Resident Assistant, Area Coordinator, or log on to www.gram.edu, click on I Service Desk, then click submit housing/maintenance request, then submit.

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 Steeple's Glen, Freshman Village and Tiger Village provides more modern heating/cooling options.

Housekeeping

Custodial Services are provided a minimum of five days a week, Monday through Friday. The Facilities Management Department employs custodians in each traditional hall who maintain the cleanliness of the common areas: community baths, hallways, and lounges. West Campus residents must remove their person items from counter tops and shower area in order for them to be cleaned by the

housekeeping staff. Residents are responsible for cleaning their own rooms. In suite-style and apartment style halls, students must maintain their own bathroom and common 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 services. Requests for service are reviewed by the facilities department and prioritized with safety being the primary concern.

***Notify Residential 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 Residential Life/Housing Office, immediately. These reports are processed through the I-Service Desk and Tiger Village Maintenance daily. Should a maintenance/plumbing issue occur due to the resident a fine will be assessed to the students account.

EMERGENCIES

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

University Police can be contacted at 318.274.2222.

Fire Safety

If a fire alarm is sounded, remain calm but **LEAVE THE BUILDING AS QUICKLY AS POSSIBLE**. Students should not re-enter the building until Housing or University official has instructed you to do so.

Fire drills are conducted each semester. Should a student fail to comply with the fire drill, or leave the residence hall any time the alarm is sound, the student's account will be assessed a fine of \$500.00.

The possession of candles or the burning of incense of any kind is not permitted in the residence halls. These items are considered a safety risk and will be immediately confiscated and discarded if found and will result in a fine. Additionally, fireplace usage is PROHIBITED. Any student found in violation will be fined and referred to Judicial Affairs.

Tampering with Fire Equipment, False Alarms

Student (s) responsible for discharging fire equipment, tampering with alarm horns, smoke detectors 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 sprinklers. Candles are not allowed in the residence halls. Any item with an open heating element or that exceeds specified wattage is 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.*

Fire Procedures/Evacuation

In the event of a fire or other emergency please remember the following steps to safely evacuate the building:

Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.

All building occupants must exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.

The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.

Contact a Residential Life staff member, the University Police at 318-274-2222 or dial 911, once you are safe.

Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated assembly area).

A Residential Life staff member should try to account for all of their residents after the evacuation. If a person is thought to be missing then you should tell emergency personnel (fire, police, safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.

No one is allowed to re-enter the building until the fire dept., police, safety, or other qualified personnel confirm that the building is safe to re-enter.

Once the evacuation is completed a Residential Life/Housing staff member will complete and submit a fire drill/ building evacuation report.

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 fined \$500 and referred to the Office of Student Judicial Affairs. Students may also incur additional penalties as mandated by the State Fire Marshall and may be recommended for removal from University Housing. Residents that reside at GSU West Campus must contact the housing staff when smoke detectors sound.**

Sprinkler System

Freshman Village 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. Students should not hang anything on the sprinklers, this may cause it to activate.

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. Inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

- 1st floor residents, move to the 1st floor hallways in Jewett and Jeanes Halls
- Bathroom in the rooms of Tiger/ Freshman Village, Hunter, Robinson , Garner, Steeple's Glen, Richmond, **and GSU West Campus.**

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 noises 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.

MEDICAL EMERGENCIES

Should a major emergency occur please call 911. If a medical emergency occurs at any time, the Residential Life Staff member will call University Police and have the student transported to Northern Louisiana Medical Center if needed. The staff will try to verify a medical history, get student's home phone number and address.

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
- Give the person a cold shower
- Give the person any liquid
- Attempt to control the person

DO:

- Keep the person comfortable until University Police arrives;
- 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
- Walk or exercise the person

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 318-274-3338. During all other times, call University Police at 318-274-2219 or 2222.

Death

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

- Call University Police at 318-274-2219 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 of 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.

MISSING PERSONS POLICY

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Grambling State University Student Affairs and University Police to investigate any report of a missing student who resides on-campus at Grambling State University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Grambling State University Police which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option to identify an individual 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 official notification procedures established by Grambling State University.

Each student living in an on-campus student housing facility has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form.

If a missing student is under 18 years of age, and not an emancipated individual, the university is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by University Police that the student is missing.

University Police may also notify the Grambling City Police and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Grambling State University Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution will initiate the emergency contact procedures in accordance with the student's designation.

In keeping with trends across the nation, Grambling State University Student Housing is configured for apartment style living and therefore may not adhere to regular or prescribed timelines for monitoring students. Student welfare and safety is paramount to the institution, however, the University recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure

Notification:

Any report of a missing student, from whatever source, should immediately be directed to Grambling State University Police.

When a student is reported missing University Police shall:

Initiate an investigation to determine the validity of the missing person report

Contact the Vice President of Student Affairs

Make a determination as to the status of the missing student;

Notify Grambling City Police or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.

When contacted by the University Police, the Vice President for Student Affairs shall:

Notify the Director of Residential Life/Housing and the President's Office;

If, on investigation of the official report, University Police determines that the student is missing, the Vice President of Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing;

If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

The Vice President of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information:

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students will complete the Contact Information Form (Form A) when they move into campus housing. This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

Student Notification of This Policy:

Included in Tiger Bulletin

Discussed during student orientation classes.

Discussed during beginning semester, mandatory housing meetings.

Included in the annual Campus Security Report

Notices sent out to all residents by Residential Life

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 Residential life 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.
5. There is NO fishing in the pond located at GSU West Campus.

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 and resident must sign a gaining entry form. The charge sheet must be submitted from the Residential Life/Housing office for a lock change to be made by either Ambling Management or Housing Personnel. Once the lock change is made, the person who lost the key will be charged for Tiger Village—\$70 (hard key)/\$40(card key), for Traditional—\$50 (per key), For West Campus-\$50 (per 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 violation is a written warning, second violation \$25, third violation and thereafter \$50.00. Should a resident become locked out after midnight, over the weekend, or after 5:00pm on Friday they will be assessed an additional \$25.00 charge. Please be advised that room lockouts are not considered emergencies and residents will be let back into their room as soon as a RA/Area Coordinator staff is available to assist them.
3. Keys are non-transferable and duplication is PROHIBITED. They are for the exclusive use of the resident assigned to, not visitors or others. A fine of \$250.00 will be charged to the student for passing their key to non-occupants of the room.

ANYONE WHO DUPLICATES OR IS FOUND IN POSSESSION OF A DUPLICATED GRAMBLING STATE UNIVERSITY KEY WILL BE SUBJECTED TO ADJUDICATION.

Student Statements

Student Statements give students the ability and opportunity to report facts, observations, and relevant information regarding an incident. The submission of a student statement does not automatically mean a resident is deemed responsible for the alleged violation. The student statement must be submitted to the Area Coordinator, who will then mediate and address the issue.

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 and write down serial numbers of valuable items and store in a safe place. Register items with University Police by use of personal property form. Students who witness vandalism should report it to a Department staff member or University Police at 274-2222.

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(s) may include warnings, restrictions, community service, probation, relocation, suspension, expulsion, or prosecution. Details regarding student conduct and disciplinary action may be found in the University's "Code of Student Rights, Responsibilities, and Behavior" found in the 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.

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. A fine of \$250.00 will be assessed to any resident that violates this policy.

Bikes, Skateboards, Motorcycles, & Scooters

All bicycles must be registered with the University Police. Cyclists are to abide by all traffic regulations. Residents are not allowed to ride bikes or skateboards within the residence hall, breeze ways, walk ways or balcony. 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.

Gambling

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

Hazing, Harassment, and Violence

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

Identification

A valid form of identification (GSU ID) must be produced upon request by any University official: RAs, GA's, Residential Life Staff, Residential Life/Housing or University Police. Any student or visitor that fails to provide proper identification will be subjected to disciplinary actions.

Loitering

Loitering is not permitted in or around the residence halls. A fine will be assessed to a student's account should the student not comply.

Noise

Each student should respect the rights and requests of his/her 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 TV's-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. Fines may be assessed for excessive noise.

Parking Lots

Noise disturbance such as loud music, yelling from windows, horn blowing, etc. are **PROHIBITED**. In addition, horse playing throwing balls, frisbees, rollerblading, roller skating, or skateboarding in the parking lots and/or building is prohibited. All athletic activities are confined to appropriate areas outside the residence halls. Residents are required to park in the designated parking areas. Parking in the grass or beside the building, is **PROHIBITED** and will result in a fine.

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. Violation of the pet policy will result in a \$250 fine plus cleaning costs and/or disciplinary action. Should a resident be a repeat offender a fine in the amount of \$500 will be applied to your student account.

Smoking

All university residence halls are non-smoking facilities. Should a student wish to smoke, they must do so 25 feet away from the Residential Halls. Any student found smoking in the residence hall (room, hallway, in front of building, etc.) will be fined \$500.00

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.)

Trash

Deposit all trash, garbage, rubbish, or refuse in the locations provided. Dumping personal trash inside the laundry room, common areas, lounges, and exterior building trash can is **PROHIBITED**. An individual or building fine may be assessed for excessive or inappropriate disposal of trash.

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. This also includes paintballs, water balloons, water guns and buckets of water. Water fights of any sort are prohibited. **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. Weight Benches are not allowed in the residential halls.

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. Fines may be assessed for removal of window screens.



Illegal Visitation	\$250
Loud Music/Noise Violation	
First time violation	Warning
Further Violations	\$100
Pet	
First Violation	\$250
Further Violations	\$500
Trash	\$100
Failure to Clean	\$100
Improper Check Out/In	\$150
Replacement Key Card (TV, FV, & West Campus Gate Key)	\$40
Replacement Hard Key (Traditional)	\$50
Replacement Hard Key (Tiger Village)	\$70
Lending/ Passing of Key(s)	\$250
Unauthorized Duplication of Key(s)	\$500
Gaining Entry	
First time violation	Warning
2nd time violation	\$25
3rd time violation	\$50
Overnight/Weekend	Additional \$25
Failure to Attend Hall Meeting	\$25
Disrespect to Staff	\$250
Failure to Comply	\$250
Smoking In Room /Building	\$500
Tampering with Fire Equipment	\$500
Candles/Incense in Room	\$250
Unapproved Electrical Appliances	
First Time Violation	\$250
Further Violations	\$500
Violation of Maximum Occupancy	\$500
Activating Building Alarms	\$500
Alcohol in Room	\$250
Exchanging or moving hall furniture	\$250
Tampering with or removing window screen	\$100
Throwing of objects from window/balcony/breezeway	\$250
Littering	\$250
Tampering with Bulletin Boards	\$100
Damage to premise or property	varies on the damage
GSU West Campus Front Gate Lockout	\$25
Capet Satins or Replacement	varies on the damage
Illegal Entry/ Stay	1/2 cost of room



DAMAGE AND CLEANING CHARGES

The following is a non-exclusive list of common damages/cleaning issues and the associated dollar amount that will be charged to the student. It is not a complete list because some incidents must be handled on a case-by-case basis. All amounts for charges will be assessed to the student's account. If charges are assessed at move-out, fees must be paid before returning next semester. No charges will be assessed without fully considering "reasonable wear and tear".

Swipe Key Replacement	\$40	
Lock Change/ Hard Key Replacement	\$70	
Screen Replacement	\$40	
Screen Re-Installment	\$10	
AC Vent Cover Replacement	\$45	
Towel Bar Replacement	\$20	
Vanity Light Globe Replacement	\$100	
Showerhead Replacement	\$50	
Shower Rod Replacement	\$25	
Fire Extinguisher Replacement	\$500	
Smoke Alarm Tampering (this pertains to hard wire unit)	\$500-\$1200	
Microwave	\$250	
Ceiling Fans	\$100	
Counter Tops Replacement	\$500	
Door Repair (minor niches-fill & paint)	\$50	
Door Repair (replacement)	\$250	
Window Glass Replacement	\$300	
Blind Replacement	\$40	
Blind Wand Replacement	\$15	
Minor Wall Repairs (includes holes & niches)	\$100	
Extra cost of paint, one wall.		
(This is usually required due to dark marks on walls)	\$70	
Carpet Replacement	\$3000	
Major Vinyl Tears (this is for tears that can be patched)	\$45-\$85	
Medicine Cabinet Mirror	\$125	

IMPORTANT NUMBERS

Campus Police	2222
Directory Assistance (Campus)	0
Northern Louisiana Hospital	318.254.2100
Grambling Police	318.247.3771
Residential Life Office	2504
Truth Hall	3952
Tubman Hall	4130
Adams Hall	3803
Holland Hall	3836
Douglass Hall	3622
Wheatley Hall	3955
Bowen Hall	3621
Drew Hall	2396
Garner Hall	6067
Robinson Hall	6065
Jeanes Hall	6167
Jewett Hall	7387
Pinchback Hall	3953
Attucks Hall	7300
Judicial Affairs	6149
Counseling Services	3338
Foster-Johnson Health Center	2351
Tiger Village Clubhouse	318.247.0313
Cashier Window	2668
Financial Aid	6677
Mailroom	2255
Registrar	2224
GSU West Campus Office	318.202.3655
GSU West Campus Security Station	318.202.3659
GSU West Campus Internet, Cable, & Telephone Maintenance	1.866.229.8750

ZERO TOLERANCE POLICIES

ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY

Grambling State University has a “zero tolerance” policy on the improper use of controlled substances. As a member of the University of Louisiana System, Grambling State University is designated an “alcohol and drug free” campus. The unlawful manufacture, distribution or use of illegal controlled substances or alcohol, or underage consumption of alcohol is strictly prohibited on university properties and/or as part of any university activity. Such behavior may be grounds for disciplinary action.

Grambling State University endorses the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and abides by all state and local laws and ordinances relative to alcoholic beverages and illegal controlled substances. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Students found responsible for violating the Alcohol and Illegal Controlled Substances Policy shall be subject to disciplinary action through the Office of Student Judicial Affairs.

WEAPONS ON CAMPUS POLICY

Grambling State University, as a member of the University of Louisiana System is designated as a “firearm-free zone” pursuant to Louisiana law R.S. 14:96.6. Carrying a firearm or dangerous weapon by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline as stated in the University of Louisiana System, Board of Supervisors’ [“Weapons on Campus Policy”](#).

Grambling State University explicitly prohibits the use, possession, or storage of dangerous weapons and explosives. Chemicals are also strictly prohibited even if legally possessed in a manner that harms, threatens or causes fear.

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any school sponsored or affiliated function, shall obtain written authority of the President or Vice President and register such weapon with campus police before bringing the firearm on school property, school transportation, or to any school sponsored or affiliated function.

Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or University policy, shall be grounds for suspension, or expulsion from the University.

Students found in violation of the "Weapons on Campus Policy" shall be subject to disciplinary action through the Office of Student Judicial Affairs

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 re-funded

The University is not responsible for loss of items or damage to student property in the residence halls due to fire, theft, interruption of water, heat, or other causes. Thus, a resident should not keep large sums of money and other valuables in his/her room unattended. The University is not responsible for items lost, stolen, or damaged in residence halls during semester breaks or between semesters. The best guard against property loss is to keep your room locked. Please report all door /window locking failure and person property loss to the Department of Residential Life/Housing and University Police.

Residents are requested to provide their own personal property insurance. Information on insurance may be 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.

