



# *Tiger Bulletin*

**2022-2023 ACADEMIC YEAR**

# GREETINGS!

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On behalf of Grambling State University's Office of Campus Living & 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 every resident's social, physical and academic needs. 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!

# **Office of Campus Living & Housing**

## **Expectations**

The Tiger Bulletin contains the policies, rules, regulations, and general residence hall information for the Office of Campus Living & 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 Office of Campus Living & 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 expenses incurred by the University in connection with such claim.

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# General Information

## CAMPUS 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, Douglass, Bowen, **Male Halls:** Garner, Tubman, Knott, Pinchback, Attucks. **Co-Ed Halls:** Jones, Holland, Adams, Richmond, Steeple Glen, GSU West, Wheatley

## Campus Living & Housing Mission Statement

The Grambling State University's Office of Campus Living & 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.

*"A Place Where Everybody is Somebody . "*

# CAMPUS LIVING STAFF

The Office of Campus Living & Housing is made up of critical staff members.

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.

The **Community Assistant** is responsible for the upkeep of the physical environment in the residence facilities. As a member of the Housing Staff they perform specific locksmith duties which include replacing key cards, fixing doors and replacing door batteries.



## **Community Living**

Being a member of a community brings a set of rights as well as responsibilities. We encourage residents to seek active roles in their community as a leader, student, and peer. Each resident is expected to become familiar with his or her rights and responsibilities (outlined in University Handbook the GSU Code of Student Conduct) so the on-campus experience will be of greatest benefit to all. By assuming joint responsibility for these policies, we are able to work together as a community to build a great place to live.

## **Getting to Know Your Roommate**

Making the most of living in your new residence hall or apartment community starts with getting settled in and getting to know your roommate. Begin by discussing with your roommate your ideas, feelings, backgrounds, and opinions on sharing responsibilities in the room. Be clear about what you want and work on a compromise. Establishing healthy roommate relationships is the first step in becoming part of the larger residence hall or apartment community. In the event of roommate disagreement, the Roommate Agreement form provided by your RA who will assist you in the process. These agreements serve as a conversational starting point and should be revisited frequently as relationships with your roommate grow.

## **Appreciating a Diverse Communities**

The Office of Campus Living is committed to providing a community that is accepting of students and staff of different backgrounds, racial and ethnic identities, religious beliefs, sexual orientation, age, physical abilities or other aspects of identity. We shall serve as an advocate for diverse interactions of our residents, guests, and staff. All members of our community are responsible for supporting an atmosphere that appreciates individual differences and recognizes each person's unique contribution to the university. We believe that our students can only achieve their full development as citizens with an environment that supports and promotes the ideas of an inclusive community. Campus Living takes a proactive approach to protect our diverse community by providing educational programming that addresses topics of diversity and social justice.

## **Hall Standards**

The Office of Campus Living & 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, hall meetings and social media. Residential Hall Meetings are MANDATORY. Publicity for meetings is posted 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.

## **Programming**

The Office of Campus Living is committed to enhancing your total college experience. The purpose of programming is to promote your personal and academic growth. We provide a variety of opportunities for you to get the most from the time you spend outside the classroom. The overall goal is to help you succeed academically and personally while in college and to prepare you for life after graduation.

## **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 in 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. Applications for consideration of the exemption from the on-campus residency requirements may be submitted in your MY HOUSING portal. Applications must be submitted 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 emailed 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 Campus Living & 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.



# PROGRAMMING





GSU Campus Living & Housing Presents

**CREDIT**  
*Building 101*

Office of **CAMPUS LIVING & HOUSING**

Good credit depends on good information. Use these techniques to help yourself build a solid credit history.

**MARCH 12, 2021**

**3:00 PM**

Where: Zoom

Meeting ID: 457 864 257

Passcode: Credit

SPECIAL GUEST  
Shadae The Credit Coach

**LEADERSHIP AND DECISION-MAKING CLASS**

GROUP 1

**YOU MATTER SUICIDE PREVENTION**

HELP!

**PROGRAMMING**

## 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

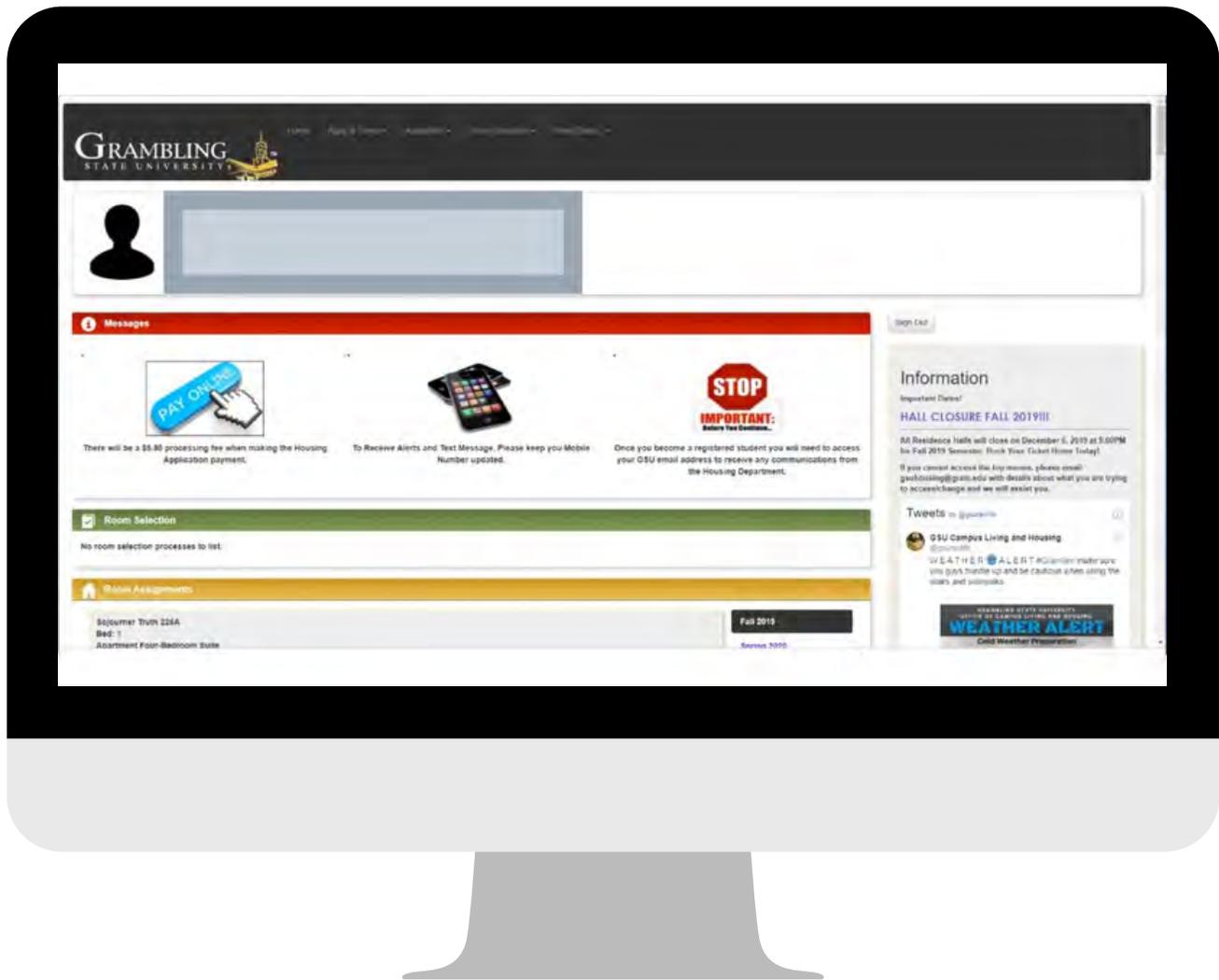
A limited number of residence halls are open for summer. Students who are not enrolled for Summer school or will be living off campus must check out of their spring assignment by the specified date and time.

## Pre-Housing Procedures

At an announced time, each spring, residents can renew their campus living lease agreement as well as sign up for summer housing. Renewing your Campus Living 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 \$200 Room Reservation Fee. The \$200.00 fee is non-refundable.

# PRE-HOUSING STEPS

- [www.gram.edu](http://www.gram.edu)
- Click on Banner Web
- Enter Secure Area
- Choose "Student" and click the "My Housing" link
- **APPLY** Select the "Apps & Forms " Tab to complete the "Returning Student application.
- **CONFIRM** You will receive an email and see a "Select a Room" in [blue](#) on the self -service "Home" screen.
- **SEARCH** When you've found your room, click"Select Room."
- **BOOK** Click "I Agree" to book your room and receive a confirmation email and message.



## Meal Plan

Every student that resides in university housing (Including CEV & West Campus) is required to have a meal plan. Once a meal plan is selected it can only be changed once.

## Mail

All residence hall students must obtain a mailbox in the campus post office located in the Favrot Student Union. U.S. Postal Service will not deliver to individual residence halls or apartments. To claim a box and key, visit the Mail Room in the Favort Student Union Annex. This box will be able to receive both regular mail and packages. The student's name and mailbox number must be on all mail and packages. Students will receive a pickup notification via e-mail when a package arrives and should bring a picture ID to claim packages.

To send mail and packages to an GSU Box, please follow this address format:

**Student's Name**

**403 Main Street GSU Box #**

**Grambling, LA 71245**

## 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 students account, 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.

## Check In Procedures

1. The Campus Living staff member will locate the students name on Alphabetical Rosters/Floor Plans.
2. The student must sign their electronic signature.
3. Student must show proof of G-Safe App
4. University Housing Policies & Insurance Confirmation
5. Room Condition Form
6. The student will receive key when steps 1-2 are completed.

**\* 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 Campus Living & Housing staff member. Should one fail to complete registration the student will be charged a fee for the time spent in the residential hall.

## Quiet Hours

The Office of Campus Living & Housing mandates all residents adhere to the 24 hours quiet hours during mid-term, finals and reading periods, starting at 10:00 PM the day before. Quiet hours are also in effect 7 days a week, midnight- 8:00 AM.or as needed by the Office of Campus Living.

## 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 are 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 or any other open heating element-are not permitted in student rooms. Anyone found in violation will be charged a fine of up to \$250 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](mailto: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. Campus Living 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.

## **Medical Supplies**

Residents are responsible for properly disposing of hypodermic needles, syringes, or other bio-hazardous material needed for medical reasons.

## **Storage/Abandoned Possessions**

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.

## **Decoration and Alteration of Room**

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. Christmas Light, Decorative lights, Strip Lights are not allowed in the Residential Halls. Bed sheets are not allowed to hang from the ceiling.

## **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 Campus Living & Housing. All signs posted in the residence halls must be approved by the Office of Campus Living. All signs will be posted by the Campus Living Staff. Students are requested to report any unauthorized salesmen or solicitors to departments' staff. Residents are prohibited from subleasing their room to other residents or non-students.

## **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**

Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of each semester, to request an assignment to another residence hall or apartment room. All room changes must be initiated in the Campus Living & 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 Campus Living & 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 for on campus students results in \$100 fine. Use the following procedure in making a room change:

## **Room Change Authorization**

1. Obtain authorization from the Campus Living & Housing Office.
2. Go to the original room assignment and remove all belongings. Sweep, mop, and clean your area of the old room. Go to the RA office to check-out.
3. Once you receive proof of checkout, go to Campus Living Office, Room 216 Grambling Hall, to receive the new assignment.
4. Then, go to the building you are moving into, the fill room change form receive your stamp and take the form to Robinson Hall.
5. Room changes are not complete until proof of checkout is returned. Failure to do so will result in additional charges.

# Campus Living & Housing Response -Covid-19

Campus Living and Housing recommendations are based on guidance from the Center for Disease Control (CDC), the Association of College and University Housing Officers International (ACUHO-I), the American College Health Association (ACHA) and the COVID-19 Vaccine | Department of Health | State of Louisiana (la.gov) and University of Louisiana School System Guiding Principles.

Unvaccinated and vaccinated individuals must wear face coverings/masks at all times indoors when on campus in all living/learning areas, including all residence hall common spaces, including but not limited to hallways, laundry rooms, study lounges, lobbies, trash rooms. The exception to this rule is if a student is in their residence hall room alone with a limited likelihood of others passing through.

## MOVE-IN POLICY

Anyone assisting students during move-in/out must wear a mask while on campus, indoors and in all living/learning areas.

Helpers should review the below questions prior to assisting students moving into campus living:

- In the past 3 days have you experienced any flu-like or respiratory symptoms?
- In the past 3 days have you experienced a fever greater than 100.4 degrees?
- In the past 3 days have you been presumed or confirmed positive for COVID-19?
- In the past 3 days have you been in isolation or quarantined for COVID-19?
- If you are unvaccinated, in the past 14 days have you had contact with anyone with the above symptoms or circumstances?
- If you or anyone planning to help you move in/out have answered “Yes” to any of the above questions, remain home and contact the Department of Campus Living at [gsuhousing@gram.edu](mailto:gsuhousing@gram.edu) to discuss your options.

## **Moving into your residence hall:**

At the designated check-in location, students receive a room key and welcome package. To help reduce traffic congestion, each floor is given a specific time range each day. Please adhere to the check-in time.

Once at the hall, students drive to their designated unloading area, unload their belongings, and park their vehicles.

One person is encouraged to stay with students' belongings while the property is unloaded. The University is not responsible for any items damaged or stolen during move in.

**PLEASE REMOVE ALL TRASH FROM THE HALLWAYS AND PLACE IT IN DUMPSTERS.**

Please have a valid Picture ID, Vaccination card or Negative COVID Test Result that is taken within 72 hours before arriving.

## **Move-in Safety Guidelines:**

Students are allowed to have 5 persons at move-in.

Face coverings are required for all persons.

Students who test positive are not to check into residence halls unless they can show proof of a negative test.

## **Check-in Locations**

Student Affairs and Campus Living monitor changes made by health experts to keep students informed about changes made to the return to campus plan.

- Campus Living and Housing Staff may conduct Health and Safety Inspections of the Living Space to ensure the space is being maintained in a safe manner.
- Students meeting with faculty or staff members must wear a mask throughout the meeting.
- Students are discouraged from gathering in groups larger than the posted occupancy of the space of CDC guidelines.
- Students must practice both social and physical distancing when in the hallways.
- Alcohol will not be allowed within the Residence Halls, regardless of the age of the residents.
- Social gatherings and “Kickbacks” are not allowed in the residence halls.
- Halls, lobbies, lounges, service rooms, computer labs, public and community restrooms are sanitized and regularly cleaned.
- Programming and support for student success will be within the guidelines of CDC group sizes and events. If indoors, all students will be required to wear masks.

## **The following measures have been put into place to promote a safe move-in environment:**

- For student convenience, limited trash bins are provided. Students must not leave trash in the hallways or within the buildings to limit individuals walking the residence halls for extra cleanings.

## **Visitation policy**

- There will be no visitations from Non-Students. Those found in violation will be removed from on campus housing.
- Visitation Hours are from 12:00 pm to 12:00 am.
- Student Residents must sign-in guests to their residence hall. Student guests must adhere to all COVID-19 guidelines, residence hall policies, and wear a mask indoors. Overnight guests are still prohibited at this time.

## **Community bathrooms (Jewett Residence Hall)**

- Community bathrooms in Wilson Residence Hall are cleaned at least twice daily using EPA-registered disinfectants.
- Bathrooms are stocked with soap and paper towels. Trash cans are emptied regularly.
- Students must use shower caddies/totes or other containers to avoid having toothbrushes and other personal items rest directly on sinks and faucets.

## **Isolation/quarantine of residential students infected or exposed to COVID-19:**

The following outline provides the current isolation/quarantine process as developed by Student Health, Residence Life, and Public Safety to address asymptomatic/symptomatic residential students with recent known or suspected exposure to COVID-19, those who become symptomatic, and those who test positive in order to control transmission. This process is consistent with CDC recommendations.

## **Testing and quarantine process**

- Fully vaccinated students who have been exposed to a known positive COVID case but do not exhibit symptoms do not need to quarantine or test for COVID. They should, however, self-monitor for symptoms daily. If symptoms develop, the student should complete the COVID-19 Screening form immediately and follow the procedures for symptomatic students below.
- Unvaccinated students who have been exposed to a known positive COVID case must complete a COVID-19 Screening Form immediately, quarantine for 14 days either at home or at the designated area on campus, and obtain testing from a Foster Johnson clinician, testing site on campus or testing site at home.
- Any students (vaccinated or not) who report symptoms of COVID-19 must complete a COVID-19 Screening Form immediately, isolate for 10 days either at home or at the designated area on campus and obtain testing from a Foster Johnson clinician, testing site on campus or at a testing site at home. COVID-19 testing will be offered Monday through Friday by the Foster Johnson Health Center and the National Guard.
- Students requiring isolation or quarantine will immediately do so in adherence to CDC guidelines either at home or at the designated area on campus.

## **Students will be required to quarantine/isolate according to the following updated current CDC recommendations:**

- Vaccinated students who are exposed to COVID-19 and remain asymptomatic:
  - If no symptoms develop, testing and quarantine are required for vaccinated individuals. A person should continue with daily health checks/monitoring. Monitoring of symptoms should be continued for 14 days.
  - If symptoms develop during the self-monitoring period, the student should complete the COVID-19 Screening Form immediately, self-isolate, and contact your professors.
- Unvaccinated students who are exposed to COVID-19 and remain asymptomatic:
  - Complete the COVID-19 Screening Form immediately and await a Foster Johnson Health Center for guided directives.
  - Notify your primary care provider of your symptoms.
  - Notify your professor immediately.
  - Start the 14-day quarantine protocol and do not come to campus until cleared to do so by your PCP and Foster Johnson Health Center.
  - Quarantine may be ended after 14 days providing you remain asymptomatic. The student in the quarantine may return to campus once cleared by their primary care provider or Foster Johnson Health Center.
  - Note: If symptoms develop or one tests positive during the quarantine period, the student should immediately self-isolate and contact Foster Johnson Health Center.
  - COVID-19 PCR testing is recommended on days 5-7 after the date of initial exposure.

- Vaccinated and Unvaccinated students who develop symptoms of COVID-19 or are diagnosed with the COVID-19 virus, and/or test positive for COVID-19:
  - Complete the COVID-19 Screening Form immediately and await a SHAC clinician to contact you for guided directives.
  - Notify your primary care provider of your symptoms
  - Notify your professors immediately.
  - Start a 10-day isolation protocol and do not come to campus until cleared to do so by your PCP and Foster Johnson Health Center.
  - Obtain a COVID-19 PCR test. Rapid tests are not recommended.
    - If the test is positive, isolation may be ended after 10 days if at least 24 hours have passed without a fever of 100.4 or greater (without the use of fever-reducing medications), and other symptoms are improving. If severe illness occurs, isolation should continue until symptoms have improved and the individual is cleared by their primary care provider and a SHAC clinician to return to campus.
    - If the test is negative: individuals must continue to isolate for 10 days. Isolation may be ended after 10 days if at least 24 hours have passed without fever of 100.4 or greater (without the use of fever-reducing medications).
- Students needing quarantine or isolation may do so either at home or at the designated area on campus.
- Students residing on campus for quarantine or isolation who experience worsening symptoms will be sent to the Regional Hospital for evaluation and treatment.
- All students in quarantine and isolation must adhere to the CDC guidelines for quarantine/isolation and must check and report temperature and symptoms daily to the Foster Johnson Health Center.
- Students in quarantine who remain on campus will be provided a single bedroom with necessary support services provided such as daily meal delivery, internet access, a, and Foster Johnson TeleHealth checkups.

### **Contact Tracing and Additional Testing**

- Further testing will be recommended for all unvaccinated close contacts of students diagnosed with or symptomatic for COVID-19. It is critical for all individuals to cooperate with the contact tracing process, in order to assure notification of potentially exposed individuals and reduce the likelihood of the spread of the illness.

### **Students Living Off-Campus**

Students who are living off-campus are strongly encouraged to provide their local residential address and phone number to Student Affairs and update their Banner Web account with your accurate numbers in order to facilitate contact tracing and accurate case reporting, if needed, to the Louisiana Department of Public Health.

# QUICK TIPS!

## Residence Hall Entry Door

### Deadbolting the lock from the Inside and Outside

To engage the built - in deadbolt while in your room, simply close your door pull the inside lock handle upward. To engage deadbolt from exterior for additional security, simply close the door, insert the card key and pull the lock handle upward.

### Entry Door Troubleshooting:

Lights	Description	What does it mean	What to do
	Steady Green	Door is unlocked	Enter the room.
	Immediate Red	<ul style="list-style-type: none"> <li>Card isn't authorized for that door or wrong room</li> <li>User is not assigned to the locking plan for the door</li> <li>Card has expired</li> <li>Card was voided</li> </ul>	<ul style="list-style-type: none"> <li>Read the card, verify the encoded NAME/template, and encode a new card if necessary.</li> <li>Read the card and verify the expiration date and assignment to the locking plan of the door.</li> <li>Encode a new card.</li> </ul>
	Alternating Flashing Green and Red	<ul style="list-style-type: none"> <li>Deadbolt is thrown</li> <li>Card is out of shift</li> </ul>	<ul style="list-style-type: none"> <li>Retract the deadbolt, or use the XPP to open the door.</li> <li>Check lock installation for pinched wire or incorrectly aligned deadbolt switch.</li> </ul>
	Delayed Red	<ul style="list-style-type: none"> <li>Card is blank, demagnetized, or damaged</li> <li>Card was inserted incorrectly</li> <li>Card was left in the lock too long</li> <li>Card read-head needs service or cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Read the card and if the data is missing encode a new card.</li> <li>Properly re-insert and remove the card in the lock.</li> <li>Remove the card, wait for delayed red, then re-insert and remove it quickly.</li> <li>Dip a cleaning card in the lock several times and test it with an encoded card.</li> </ul>
	Flashing Green	Door is unlocked and in "office mode"	To turn "office mode" off, double-dip a master card with the office function enabled.
	Flashing Red	Lock was blocked with a blocking card	<ul style="list-style-type: none"> <li>Use a master card with "blocking override" enabled to enter the room.</li> <li>Use a blocking card to un-block the lock.</li> </ul>
	Steady Red and Green	Lock is in "security mode" and a valid PIN number is required for entry	Insert and remove your card, and enter your PIN number.
	Steady Green with Flashing Red	Batteries in the lock are low	Replace the batteries and update the lock.

## **Room Rent**

It is the policy of the university that student's contract for room rent on an academic 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 their 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. Only the Department can authorize repairs or modifications in the residence halls. Damages, intentional or unintentional, that occur during the school year will be the responsibility of the residents of the room/suite. Residents are responsible for damages to college property that may be caused by them or by their guests. In the event of damages to a common area, including but not limited to furniture, fixtures, doors, walls and windows, Campus Life reserves the right to assess all residents for reasonable damage charges if the responsible person(s) cannot be identified.

## 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 Office of Campus Living adheres to the policy that any student contracting at the double occupancy and Apartment Style must retain a roommate at all times in order to avoid additional fees. After the allotted time has expired, the Department will manage room consolidation. A student who fails to consolidate guidelines will be fined the additional cost of the room
- ***Please note that Students are responsible for the full cost of room changes conducted after Walk day, Room Consolidations or Relocations due to violations such as fighting or violence, after the 14th Class day. Therefore, students are not eligible for or entitled to a refund from the Office of Campus Living & Housing.***

## 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. All common area charges will be split equally among the lease holders, unless one or more individuals take full responsibility in writing.

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

The Office of Campus Living & 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, notification will be provided to you. Any check-out charge for previous semesters can be appealed prior to the 14th class day.

## Guest

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 Campus Living after Registration for the University is completed. Normal visitation is from noon-midnight for students and 12 noon to 10 PM for non-students, however the Office of Campus Living & Housing reserves the right to modify or suspend visitation at their discretion. ALL visitors regardless of gender must always be escorted 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. West campus residents may have two guests 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 time frame 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 Campus Living and University Police.

**Visitation is up to the discretion of the Office of Campus Living 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. Lounges will be unlocked upon request.

## 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:

1. Logo on to [www.gram.edu](http://www.gram.edu)
2. Click on GSUnet
3. Click on I-Service Desk
4. To your left click on "Submit a Housing Maintenance Request".
5. Select building
6. Enter the type of request and click "submit"

## Cable Television

University Housing has partnered with Apogee to provide a cable TV package designed GSU. Some features include:

- HD channels
- HD quality at 1080i
- Premium channels
- 24/7 support

The channel lineup is available on the Campus Living website.

### How to Get Video

- In order to receive video, you will need to supply a cable jumper to connect your television to the wall jack.
- You will also need a TV with a built-in QAM tuner or you will need to purchase a QAM tuner to interface between the wall outlet and your television. QAM tuners can be purchased for approximately \$30 online or in store.
- Screw the coax cable directly into the "Cable In" port on the back of your TV.
- In the Menu or Set-Up options on the TV, verify that the TV is set to Cable or CATV.
- Run a channel scan.(This can also be done if you are missing channels.) This setting is normally located in the menu or set-up option. However, it varies depending on the TV make and model.
- Ensure that all cables are connected securely.

## Need help? Apogee is available 24/7/365.

- Call Apogee support at (844)283-6498
- Text "ResNet" to 84700
- Chat [MyResNet.com](http://MyResNet.com)

## Internet

For **Wi-Fi**, choose the network named "**MyResNet**" (for 5Ghz devices) or "**MyResNet Legacy**" (for 2.4Ghz devices)

1. Open a browser- You will be re-directed to MyResNet splash page.
2. Select "Click here to continue."
3. At bottom of page, copy and paste "MAC address" into a word document. You will need that later.
4. Click "Create an account."
5. Fill in your information.
6. Select "add devices."
7. Select your device and input mac address. You will need to do this for all your devices.
8. Restart device.

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 he/she 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 number listed on the machines.

## Laundry

A laundry room is placed in every residence hall on the 1st floor, with the exception of Richmond Hall. Laundry rooms doors should not be left open. Resident will use their room key to enter the laundry room for their building. Anyone found tampering/damaging the washers and dryers will be sent directly to Judicial Affairs. Should a resident lose their money, please contact the number listed on the machines.

Activate Machines By Phone Using WashAlert On The Speed Queen App

1. **DOWNLOAD** - Locate the Speed Queen App in the App Store or Google Play
2. **LOG IN TO YOUR ACCOUNT**- user name+ Your school email address. **PASSWORD** = Your Student ID plus "WASH" in capital letters. After logging in, please reset your password
3. **FIND YOUR BUILDING**- Choose your building and laundry room. See available machines in any room on campus

4. **FIND YOUR MACHINE** - Select an available machine and pay for a cycle. Money will be deducted from your account.

5. **MANAGE ACCOUNT**- Your yearly WASHALERT laundry allowance of \$270 is reflected on the left of your screen. As you do wash or dry cycles, the laundry vend price of \$1.50 is deducted from your allowance. Plan your usage so your allowance will last the entire year.

Work orders for laundry services should be placed through SPEED QUEEN.

## **WashAlert Funds Are Nonrefundable**

### **E-mail**

Residents are responsible for reading all communication sent to their Grambling email account by Campus Living. All on-campus residents should check e-mails daily.

### **FACILITIES/OPERATIONS**

Two important components of residence living are housekeeping and maintenance. The Office of Campus Living & Housing works closely with the university's Facility Management. The department reports necessary repairs and conditions routinely and upon residents' request. Maintenance and housekeeping requests for Tiger Village, Traditional, Steeple's Glen should be submitted by placing a [work order here](#) or call **318.247.0313**. For after hour emergencies call **318.247.0313**.

### **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](http://www.gram.edu), click on Facilities 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, 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 personal 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 by calling 318-247.0313 or by emailing [housingworkorders@gram.edu](mailto:housingworkorders@gram.edu). Requests for service are reviewed by Campus Living and prioritized with safety being the primary concern.

\*Notify CH&H 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 Campus Living & Housing Office immediately. These reports are processed through the I-Service Desk.. Should a maintenance/plumbing issue occur due to the resident a fine will be assessed to the student's 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.**

## Emergency Communication

In the event of an emergency, GSU's Emergency Notification Center (ENC) will be activated. The university has multiple ways of communicating emergency situations to students, faculty, and staff:

- EMERGENCY NOTIFICATION SYSTEM

If you have not already done so, sign up for the university's emergency text messaging system by visiting [www.gsu.edu/etxt](http://www.gsu.edu/etxt).

- BROADCAST VOICE MAIL – Anyone with voice mail capability on their on- campus phone will receive broadcast voice mails.
  - BROADCAST E-MAIL –Anyone with a university e-mail address will receive broadcast e-mails.
  - GSU WEBSITE – Access the university web site at [www.gsu.edu](http://www.gsu.edu) for information.
- Text Message - Update phone number in Banner Web to receive text.

## NUMBERS TO KNOW

GSU Police Department  
318-274-2222

Grambling City Police  
Department  
318-247-3771

Maintenance  
318-274-6162  
after hours 318-247-0313

Campus Shuttle—318-274-4095  
[gsutransportation@gram.edu](mailto:gsutransportation@gram.edu)



# Fire Safety

If a fire alarm is sounded, remain calm but YOU MUST LEAVE THE 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, the students account will be assessed a fine of \$500.00. 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 prohibits the burning of incense or candles in rooms, suspending items from room ceilings and sprinklers. 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.

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

1. 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.
2. 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.
3. The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.
4. Contact a Campus Living staff member, the University Police at 318-274-2222 or dial 911, once you are safe.

5. 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).
6. A Residential Life staff member must 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.
7. 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.
8. Once the evacuation is completed a Residential Life/Housing staff member will complete and submit a fire drill/ building evacuation

## **Smoke Detectors**

Each residence hall room is equipped with a smoke detector. Periodically, campus living 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 campus living 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**

Tiger Village is 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 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

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Campus Living staff member will call University Police. Should a major emergency occur please call 911. If a medical emergency occurs at any other time, the Campus Living Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. 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 for Student Affairs will notify the family or media. The CampusLiving 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.

## **Missing Person 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 L092

(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 for 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:
  - a. Initiate an investigation to determine the validity of the missing person report
  - b. Contact the Vice President for Student Affairs
  - c. Make a determination as to the status of the missing student;
  - d. 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:
  - a. Notify the Office of Campus Living and the President's Office;

- b. If, on investigation of the official report, University Police determines that the student is missing, the Vice President for 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;
- c. 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 for 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 Campus Living

## **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 Campus Living staff member immediately. Periodic key checks are conducted.
2. Visitors of the opposite sex must enter through the hall's front entrance and must always be escorted.
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 Campus Living & 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 Campus Living Staff office for a lock change to be made by Housing Personnel. Once the lock change is made, the person who lost the key will be charged for Tiger Village \$50 (hard key)/\$10(card key), for Traditional—\$50 (per key), For West Campus-\$50 (per key)/ \$10(card Key). For lockouts, staff members will utilize a gaining entry form and must verify student's identification.
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 5:00 PM on Friday they will be assessed an additional \$50.00 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, 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.***

## **Gates**

Gates must always stay closed. Residents are not allowed to prop gates open at any time and must close gate when entering and exiting the halls. Resident should always carry their room key to enter gate.

## **Student Statements**

Student Statements give students the ability 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. Student Statements can be located online at [www.gram.edu](http://www.gram.edu).

## **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. Campus Living & Housing
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.

## **Balconies**

Student should not sit, hang over, throw items, jump and hang items from the balconies.

## **Bedbugs**

Immediately report any suspected bedbugs to facilities Pest Control will do an inspection of the room. Residents will not move to prevent the spread of bedbugs to the other space.

## **Bikes, Skateboards, Motorcycles, Hoover Boards & 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, walkways or balcony. Bikes are not to be parked anywhere in the residence halls, nor on stairways or in exits

## **Damages**

Damages, intentional or unintentional, that occur during the school year will be the responsibility of the residents of the room/suite. Residents are responsible for damages to property that may be caused by them or by their guests. In the event of damages to a common area, including but not limited to furniture, fixtures, doors, walls and windows, Campus Living reserves the right to assess all residents for reasonable damage charges if the responsible person(s) cannot be identified.

## **Decorations**

Christmas lights or decorative lights are not allowed in the residential halls. TVs are not allowed to be mounted. Hanging items from the ceiling is not allowed. Candles are not allowed.

## **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.

## **Flammable Items**

Flammable items such as lighters, candles, burning of sage, lighter fluid, and gas are not allowed in or near the Residential Halls.

## **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.

## **Housekeeping**

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper is not provided in private bathrooms.

## **Identification**

A valid form of identification **MUST BE WITH YOU AT ALL TIMES** (GSU ID) must be produced upon request by any University official: RAs, GA's, Residential Life Staff 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, Frisbee, 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. West Campus 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 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. Unapproved animals/pets are not allowed in any Housing and Campus living facility due to concerns for health, safety, sanitation, noise, and humane treatment.

Violation of the pet policy will result in a \$125 fine plus cleaning costs and/or disciplinary action. Should a resident be a repeat offender a fine in the amount of \$250 will be applied to your student account. GSU is also not responsible for what happens to any animal/pet when it is removed or while it is living on GSU property. GSU is not responsible for any injuries or damages caused by any animal or pet on campus.

The University will permit the use of a service animal by an individual with a disability who satisfies the requirements of the Americans with Disabilities Act. The University will permit the use of an emotional support assistance animal as a reasonable accommodation by an individual with a disability who satisfies the requirements of the Fair Housing Amendments Act and Section 504 of the Rehabilitation Act. All requests shall be made by filling out the Grambling State University Service and Emotional Support Assistance Animal Accommodation Request Form. This form is located in the University Counseling Center. More info here  
:[https://www.gram.edu/faculty/policies/docs/REVISED\\_Emotional%20Support%20and%20Service%20Animal%20Policy.pdf](https://www.gram.edu/faculty/policies/docs/REVISED_Emotional%20Support%20and%20Service%20Animal%20Policy.pdf)

## **Suite & Apartment Bathrooms/Utility Closets**

Residents are not permitted to enter a bedroom through the bathroom or utility closets in suite –style/double occupancy rooms without the permission of the occupants of the room. Residents are not permitted to install additional locks on bathroom doors.

## **Smoke Free Campus**

All university residence halls and facilities are non-smoking. Illegal use, possession, distribution, or manufacture of drugs or controlled substances is NOT PERMITTED in residential halls. Any student found smoking in the residence hall (room, hallway, in front of building, campus, etc.) will be fined **\$644.00** and sent to Judicial Affairs. Possession or use of drug paraphernalia (hooky bong, grinders) is prohibited includes ECigs, all cigarettes, cigars, vaporizers and smokeless tobacco.

## **Subleasing**

Residents are prohibited from subleasing their room to other residents or non-students.

## **Street Signs and State/Local Property**

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

## **Trash**

It is the student's responsibility to remove trash from the rooms and into the dumpster. Dumping personal trash inside the the laundry room, common areas, lounges and exterior building trash can is PROHIBITED. Remove all apartment trash regularly! Do not let trash sit in the apartment and overflow as this is a health hazard and attracts insects. Please keep apartments clean at all times, an individual or building fine maybe assessed for excessive or inappropriate disposal of trash.

## **Toilets**

Students are responsible for plunging their own toilets when they get clogged. Maintenance is available to teach residents how this is done. Residential Life staff should be alerted if the problem persists and maintenance will be notified. If foreign objects not originally intended to be flushed are found, disciplinary action will be taken and may include a plumbing fee.

## **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 paintball, water balloons, water guns and buckets of water. Water fights of any sport is 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**

The windows of the residence halls/apartments are not to be used for entering or exiting the building/apartment. Talking from, yelling from, throwing any objects and hanging from residence hall windows are strictly prohibited. Screens should not be removed and should remain attached at all times. Fines may be assessed for removal of window screens.

## ZERO TOLERANCE

### 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 and result in removal from **On-Campus housing for one or multiple semesters.**

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 and removal from **On-Campus housing for one or multiple semesters.**

### 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 the 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. CONTINUE NEXT PAGE

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.

## **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 subject to a mandatory room change during the investigation or may be required to vacate the residence halls immediately without any portion of the room fee being re-funded.***

## **INSURANCE - PERSONAL PROPERTY AND THEFT**

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 Office of Campus Living & 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...) and with the University Police Department.

## **Sexual Assault**

Sexual misconduct happens a lot on college campuses, but change can start with us; with our voices and with our actions. Change starts on the campus of Grambling State University NOW!

We don't ignore the problem, we confront sexist language, and we speak up about sexual misconduct. If you or anyone you know have been victim of sexual misconduct, please contact or visit

## **Sexual Conduct Incident Reporting Form**

- [www.gram.edu](http://www.gram.edu)
- Student Life
- Campus Living
- Applications & Forms
- Sexual Misconduct Incident Report

[https://cm.maxient.com/reportingform.php?GramblingStateUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?GramblingStateUniv&layout_id=2)

**Mrs. Beverly Crawford , Title IX Coordinator**

**Office of Student Judicial Affairs**

**403 Main Street**

**Grambling, LA 71245**

**24hr Hotline Number (318)274•7474**

**University Police (318) 274•2222**



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National Student Services, Inc. understands that the process of replacing or repairing damaged personal property can be frustrating and costly. Don't let yourself go unprotected! Trust us to provide you with peace-of-mind coverage from a variety of accidental damages and other mishaps.

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## About National Student Services, Inc.

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Underwritten by Hanover Insurance Company - AM Best's Ratings: A (Excellent).

Quick and efficient in-house claims processing.

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# NSSI



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Computers  
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Mobile Devices  
Cell Phones, Tablets, etc.



Sports & Music Equipment  
Bicycles, Skateboards, Electric Guitars, etc.



Furniture & Appliances  
Tables, Chairs, Microwaves, etc.



Electronic Devices  
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\*\* 30 day waiting period on accidental damage claims for new enrollments.



## **IMPORTANT NUMBERS**

Police Department- 318 274 2222

Campus Shuttle- 318-274-4095

Campus Living & Housing- 318 274 2504

Financial Aid- 318 274 3358

Registrar's Office- 318-274-2388

Health Center- 318-274-2351

Housing Maintenance - 318 247 0313

## **CAMPUS LIVING & HOUSING COMMON FINES**

Smoking/ Drug Paraphernalia- \$644

Unauthorized Pet- First Offense \$125

2nd Offense \$250

Illegal Visitation- \$100

Failure to Comply- \$100

Illegal Storage- \$534

Max Occupancy- \$250

Alcohol Violation- \$250

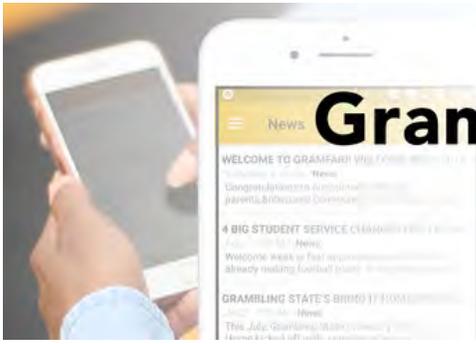
Failure to Clean- \$100

Tampering with Fire Alarm- \$500

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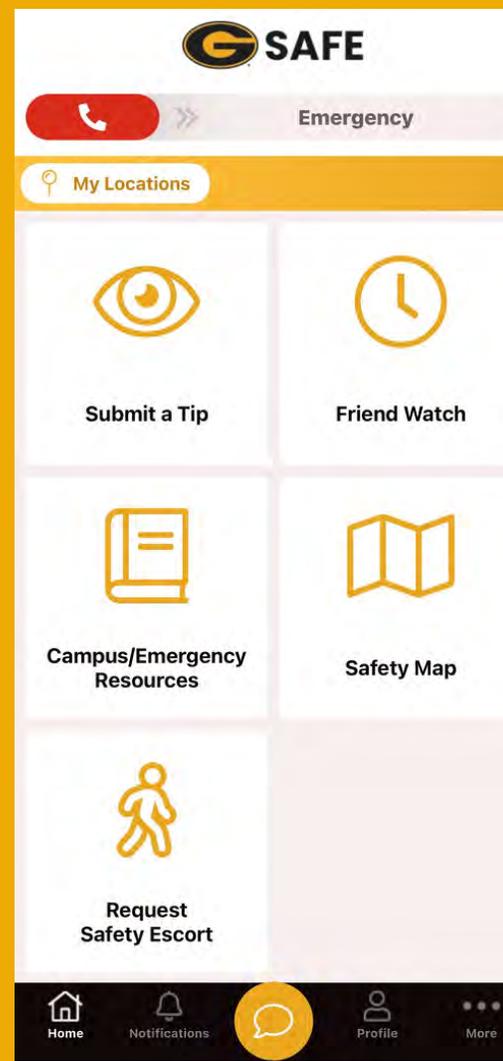
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**GSU**

# CAMPUS LIVING & HOUSING

403 Main Street

Grambling, LA 71245

Phone 318-274-2504

Fax: 318-274-4004, Email: [gsuhousing@gram.edu](mailto:gsuhousing@gram.edu)

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