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## **Welcome to the Loyola Community**

Welcome to Loyola University New Orleans and our Residential Life community. As part of the Jesuit tradition, our staff is committed to *cura personalis* - care of the whole person. We care about you and are here to serve and assist you. Just ask! A significant part of your development involves succeeding in your academic pursuits and finding a fit within the University. We are glad you have decided to join our special community. We know it will be an important and memorable step in your life journey.

## **Philosophy of Residential Living**

Residence halls at Loyola University New Orleans exist to provide both a safe and comfortable physical environment, and services designed to facilitate the learning, growth, and personal development of each residential student. Residence hall living provides students with an opportunity to learn about persons from varied backgrounds and cultures and to share diverse values and ideas. Living in a residence hall helps develop living skills and a sense of responsibility to the community.

The Residential Life program at Loyola is designed to promote the development of maturity and responsibility among students while giving them the guidance and security offered in a structured living and learning environment. Residential Life regulations and policies are established as a means to maximize the comfort, convenience, and safety of each resident and to express Loyola's behavioral expectations, which are essential for congenial and productive coexistence.

Through developmentally-focused programming in the halls, Residential Life aims to contribute to the holistic development of each resident by providing out-of-class educational experiences that facilitate student learning in eight wellness dimensions: Cultural, Emotional, Environmental, Intellectual, Physical, Social, Spiritual, and Vocational

The primary objective of the Residential Life program is to provide an environment conducive to academic achievement and holistic learning in which students feel comfortable and at home. All members of the Residential Life team work together to create a challenging yet supportive environment that achieves this objective and enhances the educational process.

## **Residential Life Mission Statement**

The Department of Residential Life supports the academic mission of the University by providing a residential environment that fosters the development of the whole person in a community grounded in the Jesuit tradition.

### **Goals**

1. Facilitate academic success by supporting both student needs and the academic mission of the University.
2. Support students in their search for meaning through the Jesuit values and an Ignatian worldview.
3. Develop students as global citizens committed to the holistic well-being of themselves and those around them.
4. Maintain residence halls that are safe, clean, attractive, and that honor the dignity of each student.

### **Values**

In striving to achieve these goals, the Department of Residential Life shall embody and promote the following values, as established by the Division of Student Affairs:

#### ***Dignity***

The value of each person as created by God

#### ***Excellence***

The call to develop all abilities and talents

#### ***Wholeness***

A commitment to mind, body, and spirit

#### ***Inclusiveness***

The awareness of finding God in all things

#### ***Compassion***

A commitment to being people with and for others

**Staff Contacts**

<i>Director of Residential Life</i> Craig W. Beebe, MS	(504) 865-3579 cwbeebe@loyno.edu
<i>Area Director – Carrollton Hall</i> Donna Adams, MS	(504) 864-7098 djadams@loyno.edu
<i>Area Director – Biever Hall</i> Erik Kjosness, BA	(504) 865-3578 edkjosne@loyno.edu
<i>Area Director – Buddig Hall</i> Amy Brasseur, MA	(504) 865-3577 abrasseu@loyno.edu
<i>Asst. Director – Cabra Hall</i> Reagan Sidney, MS	(504) 861-5410 rgsidney@loyno.edu
<i>Administrative Assistant</i> Anna Easterling	(504) 865-3736 aeaster@loyno.edu

Questions? Comments?  
Contact any staff member directly, or email us:  
***reslife@loyno.edu***

**Other Important Numbers**

Co-Curricular Programs	x3622	<b>In Case of Emergency</b>	<b>911</b>
Counseling Center	x3835	Counselor On Call	x3434
Dining Services	x3676	RA on Duty- Biever	270-8514
Financial Aid	x3231	RA on Duty- Buddig	270-8532
Parking/Express Card	x3000	RA on Duty- Cabra	270-8984
Residential Life Office	x2445	RA on Duty- Carrollton	270-8921
SGA	x2132	Safe Ride	865-5381
Student Health Services	x3326	SARA	837-5400
University Ministry	x3226	United Cab	522-9771
University Police (LUPD)	x3434		

## **Professional Live-In Staff**

### **Assistant Director & Area Director (AD)**

Each residence hall is managed by a live-in, full-time professional staff member. The AD is the most important administrative contact for students living in each building. ADs come to Loyola with graduate education in Counseling, Educational Administration, Student Development, or a related field, and have professional and/or paraprofessional experience in University settings. Each AD has an office and an apartment in their community, and is available as a resource for just about anything you may need as a resident and as a student.

### **Resident Chaplain**

Resident Chaplains live in each residence hall and are present to support students and staff. They are Jesuit priests, Catholic sisters, and lay-people who have chosen to live in the residence halls and minister to students.

## **Student Leadership**

### **Desk Assistant (DA)**

The DA provides security and a friendly face in each residence hall. The DA will monitor IDs of residents, check-in guests, check-out equipment and games, and enforce University and Residential Life policies.

### **Resident Assistant (RA)**

The RA is the Res Life leader that students will get to know the best. An RA will live on each student's floor and can help to answer students' questions while working to build a strong community. The RA will facilitate social and educational opportunities for the community, and will enforce University and Residential Life policies.

### **Mail Clerk, Package Assistant, & Office Assistant**

The Mail Clerks and Package Assistant deliver resident mail and packages promptly and safely. Office Assistants provide support in the Residential Life offices.

### **Sr. RA**

The Sr. RA for each residence hall is an experienced upper-class student who has taken on additional administrative responsibilities within the Department of Residential Life. Besides managing a residence hall floor, they work closely with their AD to mentor residents and other student leaders, oversee programming within their community, and make sure that every student has a positive experience in the residence halls.

### **The Jesuit Difference**

Taken from a piece written by the Rev. Norman O'Neill, S.J.

Perhaps the work of the Society of Jesus begun by Ignatius that is best known is that of education, yet it is interesting that he had no intention of including teaching among the Jesuits' works at the beginning. The purpose of the first members was to be at the disposal of the Pope to go where they would be most needed. Before 1548 Ignatius had opened schools in Italy, Portugal, the Netherlands, Spain, Germany, and India, but they were intended primarily for the education of the new young Jesuit recruits. Ten such colleges within six years indicated the rapid growth of the Jesuits. But in 1548 at the request of the magistrates of Messina in Sicily, Ignatius sent five men to open a school for lay as well as Jesuit students. It soon became clear by request from rulers, bishops, and cities for schools that this work was truly one of the most effective ways to correct ignorance and corruption among the clergy and faithful, to stem the decline of the Church in the face of the Reformation, and to fulfill the motto of the Society of Jesus, "Ad Majorem Dei Gloriam," To the Greater Glory of God. This was in keeping with one of Ignatius' first principles in choosing apostolates: all other things being equal, choose those apostolates that will influence those who have the most influence on others. Maybe the best expression of this idea was in a letter he wrote about the founding of colleges in December of 1551: From among those who are now merely students, in time some will depart to play diverse roles- one to preach and carry on the care of the land and the administration of justice, and others to other callings. Finally, since young boys become grown men (sic), their good education in life and doctrine will be beneficial to many others, with the fruit expanding more widely every day. From then on, Ignatius helped establish Jesuit schools and universities all over Europe and the world.

If you would like to learn more about St. Ignatius, there are a number of full-length biographies and books available. A few of them are listed below:

1. John W. O'Malley, S.J. *The First Jesuits*. Harvard University Press. Cambridge. 1993.
2. Philip Caraman, S.J. *Ignatius Loyola*. Harper & Row. New York. 1990.
3. Candido de Dalmases, S.J. *Ignatius of Loyola, Founder of the Jesuits*. Institute of Jesuit Sources. St. Louis. 1985.
4. Hugo Rahner, S.J., Leonard von Matt *St. Ignatius of Loyola*. Henry Regnery. Chicago. 1956.
5. James Broderick, S.J. *The Origin of the Jesuits*. Loyola University Press. Chicago. 1986

## **Community Living**

### **We All Share the Responsibility**

It is the policy of Residential Life at Loyola University New Orleans that all resident students are entitled to an atmosphere that facilitates personal growth and encourages the pursuit of academic endeavors. This goal is met, in part, by maintaining the physical facilities at a high level. In order to properly maintain the facilities, Residential Life endorses a policy of community responsibility for all facility damage.

### **Who Should Pay?**

The cost to repair excessive damages to the residence halls comes from resident students. Damages may be accounted for by increased room rates, but this method inflates the cost of attending Loyola and decreases the accountability for students that are responsible for specific damages. Instead, Residential Life distributes the actual cost of damages among all students equally, increasing the accuracy and cost-effectiveness of the billing process and helping students to see the immediate affect of facility damage.

### **Community Responsibility Policy**

Any damages that are the result of the accidental or deliberate actions of a student are the responsibility of the person(s) rather than the community as a whole. Every attempt will be made to identify the responsible parties in such cases. In the event that the responsible party cannot be identified, the burden of all repair costs (time, parts, labor, etc.) will be shared by all residents of the affected wing, floor, or building. Damage charges are billed to each student's account after they check-out of the residence hall, and may not be refunded.

### **What is Your Role?**

The best way to avoid excessive damage charges is not to cause damage yourself, and to communicate your expectations to your hall mates that all students take ownership of their individual actions.

If you have knowledge of vandalism, facility damage, or other policy violations being committed by others, you have several options. Residential Life suggests first that you confront the person and ask them to do the right thing. You can also request that your RA call a floor meeting to discuss the problem. If you prefer to report information anonymously, you may do so by calling x3434, or by filling out a Silent Witness form, available at <http://www.loyno.edu/police>.

## University Holidays & Building Closures

Throughout the year, the residence halls open and close due to University holidays and closings. The major openings and closings are described below. Specific information, such as dates and times, will be communicated to all residents in advance of each opening or closing.

### Fall Opening and Student Move-In

The residence halls open for all *new, incoming students* on **Friday, August 28, 2009 at 8:00 AM**. New Freshman and Transfer Residents and their families may arrive at campus and receive their room keys. Early arrivals generally are not permitted, but specific cases may be approved by the Director of Residential Life. (Note: Student attending Lagniappe Session #4 may move in to their residence hall on Wednesday, August 26, 2009 beginning at 8:00 AM).

The residence halls open for all *returning, upper-class students* on **Saturday, August 29, 2009 at 8:00 AM**. These students may not check-in early, and will be directed to make local hotel accommodations if they arrive early.

### Thanksgiving

The residence halls will close for the Thanksgiving Holiday on the evening of **Tuesday, November 24, 2009 at 5:00 PM**. Students may stay in the residence halls over the Thanksgiving Break by simply registering with their RA. There is no extra charge for Thanksgiving housing, but students should be advised that campus services, dining, and residence hall staff will be limited at this time.

### Winter Closing

The residence halls will close for the Winter Break on **Saturday, December 19, 2009 at 10:00 AM**. No students may stay in any residence hall room over the Winter Break, as the University will close and no staff will be present in the residence halls. All students are required to make arrangements for travel or housing accommodations before the aforementioned time. Buildings will be locked down for security purposes. Students may leave personal belongings, and will receive information instructing them how to properly prepare their rooms for the Break. Students may return to their residence hall room beginning on **Thursday, January 7, 2010 at 8:00 AM**.

### Spring Break/Easter Holiday

The residence halls will close for the Spring Break/Easter Holiday on the evening of **Friday, March 26, 2010**. Students may stay in the residence halls over the Spring Break/Easter holiday by simply registering with their RA. There is no extra charge for Spring Break/Easter Holiday housing, but

students should be advised that campus services, dining services, and residence hall staff will be limited over the break.

### **Summer Closing**

The residence halls will close for the Summer Term on **Saturday, May 8, 2010 at 10:00 AM**. Students participating in Commencement may request a later check-out, and students who have pre-registered for Summer Session Housing will be permitted to remain in the residence halls until their Summer room becomes available. All other students must check out 24 hours after their last Final exam, and no later than the closing time stated above.

### *Health and Safety Inspections*

Health and Safety Inspections will be conducted in every residence hall room at each closing/holiday. Times for these inspections will be communicated in advance to all residents, and residents will have the opportunity to be present at the time of inspection whenever possible.

## **Mardi Gras**

### **Special Policies for Mardi gras**

Because of the popularity of Mardi Gras, it is necessary for Residential Life to enforce additional rules during Mardi Gras season. These policies will help keep the residence halls a safer, more secure place for you and your guests.

1. All overnight guests who do not live in the residence hall must be registered, including payment of \$100 per guest. The late reservation fee is \$200.
2. There may not be more than three (3) people per room, including the original residents. Guests must be the same sex as the residents of the room.
3. Each registered guest will receive a special ID card for gaining entry into the residence hall.
4. All unregistered guests must check-in at the front desk during established visitation hours.
5. All unregistered guests must check-out before the desk closes.
6. University Police will work desk shifts in the residence halls for added security.

Please see your RA for more information as Mardi Gras nears. All policies will be strictly enforced. Information will be distributed to resident rooms, and will be available on the Residential Life website.

Please be safe during Carnival season. Know your limits and always travel in groups. Here are some other important tips:

1. Carry your Loyola ID and Driver's License at all times!
2. Obey all Police Officers. NOPD are particularly demanding during the Mardi Gras season.
3. Let your RA and friends know where you are going and when you plan to return.
4. Do not carry lots of cash. Use credit cards as much as possible.
5. Leave your jewelry, purses, bulky wallets, and other valuables at home.
6. Stay in well-lit, populated areas.
7. Do not get too close to any parade float, and never cross any barricades.

Look for information about Safe Way Home cab rides, available at Mardi Gras time only. If you or a friend get arrested during Mardi Gras, Residential Life and Loyola University cannot bail you out of Central Lockup, and your friends may have a hard time finding you.

## **Pack Planet**

Pack Planet is a Residential Life initiative that symbolizes our dedication to helping create a more sustainable future for Loyola University and the city of New Orleans. It is a commitment to reduce our carbon footprint and environmental impact by emphasizing environmentally sustainable practices and policies. We encourage all students to join the effort! Here are simple ways that you can get involved:

### **Recycle**

Each residence hall offers office paper recycling. Simply bring your used office paper to the large, green bins in the lobby of your residence hall. You can also recycle newspapers and magazines at the labeled dumpster between Biever Hall and the West Road Garage. Finally, aluminum and bi-metal (tin) cans can be recycled in the labeled trashcans outside of the residence halls.

### **Reduce**

Turn off lights when you leave your room. Purchase items with less packaging. Take shorter showers. Only use your A/C and heater as much as you need in order to be comfortable. Unplug your laptop and cell phone charger when not in use. Take one plate at a time in the OR.

### **Get Involved!**

Beginning in 2008-2009, each residence hall will compete monthly to see who can use the least energy per student. Prizes and other details will be announced at the beginning of the school year. You can also join the Recycling Club or LUCAP as they work toward a brighter future.

[www.loyno.edu/recycling](http://www.loyno.edu/recycling)



## How To...

### ...Reserve a Room

- Danna Center rooms and Quads: Complete the online form at [www.loyno.edu/~dcresv/roomres.htm](http://www.loyno.edu/~dcresv/roomres.htm)
- Classrooms: Contact the Office of Co-Curricular Programs at x3623
- Residence Hall space: Contact Ms. Anna Easterling at x3736

### ...Get Fliers Approved for Posting in the Residence Halls

- Take your fliers at least one week in advance to Ms. Anna Easterling in the Residential Life Office in Bieber Hall.
- Stamp the appropriate number of fliers and leave with our office.
- Fliers will be posted on approved bulletin boards by Residential Life staff as quickly as possible.

### ...Start a New Student Club or Organization

- Go to the Co-Curricular Programs Office in the Danna Center and obtain an 'Intent to Charter' form.
- Find 10 interested members and complete all materials.
- Submit completed materials to the Co-Curricular Programs Office.

### ...Get Something Fixed in Your Residence Hall Room

- Report all maintenance and/or facility problems immediately!
- You can submit your work request in any of three ways:
  - Talk to your RA, be sure to give lots of details.
  - Speak with the DA at your building's front desk.
  - Stop in and chat with your Area Director.
- Be sure to contact Residential Life again if your request is not completed in a timely manner.

### ...Get a New Express Card

- If your card is lost, go to the Parking Services Office, located across from LUPD in the North Road entrance to Bieber Hall.
- If you have your card, but it does not let you into your residence hall, go to any Residential Life Office for assistance.

### ...Fix Your Cable TV

- Make sure your TV's input setting is set to 'Cable.'
- Check that the cable cord is connected tightly to both your TV and the cable jack.
- Auto Program your TV so it recognizes all available channels.
- If you are still having problems, contact your AD.

### ...Setup Voicemail in Your Room

- Phone service is not provided automatically in your residence hall room. To request free local phone and/or voicemail service, please contact the Office of Residential Life in Biever Hall.

### ...Open Your Mailbox

- Get your mailbox # and combo from your Mail Clerk.
- “Clear” the combination by turning L several times, stopping on the first number.
- Turn R past the first number, stopping on the second number.
- Turn L stopping on the final number (do not pass the second number).
- Note: Some boxes have a R-L-R configuration instead of L-R-L, if one does not work, try the other.
- If you still have problems, contact your Mail Clerk (Cabra residents must contact the Post Office for mail/mailbox concerns).

### ...Pick Up a Package that has been Delivered

- If you receive a blue package slip, your package was delivered via USPS and must be picked up at the Post Office in the Danna Student Center. Take your ID with you.
- If you receive a pink package slip, your package was delivered via another service, and is has been placed in the Residential Life package room, located on the 1<sup>st</sup> floor of Buddig Hall.

## 10 Ways You Can Fight Hate on Campus

### 1. Rise Up

Inaction in the face of hate will be seen by others as apathy or, worse yet, as support for the bigotry itself. Do something. Never let hate go unchallenged.

### 2. Pull Together

Bias-related incidents and hate crimes can divide communities. Don't let hate, bigotry, or ignorance tear people apart on campus. Pull together instead.

### 3. Speak Out

When hate strikes, don't remain silent. Join with others and use your voices to denounce bigotry. Communicate with other student leaders and administrators.

### 4. Support the Victims

Make sure that any response to a hate crime or bias-related incident takes into account the wishes and needs of the victim. Too often, decisions are made on behalf of the victim, but without their input.

### 5. Name It, Know It

Hate crimes are matters for the criminal justice system; bias-related incidents are not necessarily crimes, but are governed by University policy.

### 6. Understand the Media

What happens if media descend on campus during an event or crisis? And what happens if they don't? Prepare yourself to know and work with the media.

### 7. Know Your Campus

Before, during, and after a bias-related incident, examine institutional racism and bigotry on your campus. Be prepared to negotiate your way through these problem areas for effective change.

### 8. Teach Tolerance

Bias crises often bring pain, anger, and distrust to campus. They also present an opportunity for learning. Don't miss the chance to eradicate ignorance.

### 9. Maintain Momentum

The immediate crisis has passed. You've got two papers due and a midterm coming up. No one seems interested in follow-up meetings. What now?

### 10. Pass the Torch

What happens when you leave campus? Will you leave behind a record of activism that will inspire incoming students to pick up the fight? Make sure you do.

*Adapted from tolerance.org, a project of the Southern Poverty Law Center*

## **Residential Life Policies**

Residential students at Loyola University New Orleans are responsible for the standards set forth in the *Student Handbook*. In addition, the following policies apply specifically to the residence halls and all students who live in them.

### **Sec. 1 – Residency Requirement**

- I. Resident students will regularly participate in the academic life of Loyola University New Orleans. Non-involvement in the academic process, whether by choice or by circumstance, is cause for eviction from University housing without refund.
- II. As a condition of enrollment, all first-year and second-year students (Freshmen and Sophomores) not from the New Orleans metropolitan area are required to live in University housing.
- III. Eviction or mandated removal from University housing may result in suspension from the University.

### **Sec. 2 – Room Occupancy**

- I. Resident students must have both a valid and current Residence Hall Contract and Personal Evacuation Plan on file with the Department of Residential Life.
- II. Residents will not transfer, vacate, or exchange rooms without proper authorization from the Office of Residential Life.
- III. Residents shall not remove any furnishings, appliances, or equipment from their assigned room or from any other part of the premises.
- IV. Residents are responsible for both the contents of their assigned room and for all behavior occurring within said room.
- V. Should vacancy occur within a room or suite, the unoccupied facility may not be used by suitemates or other residents.
- VI. In accordance with the State Life Safety Code, it is illegal and potentially dangerous to obstruct or interfere in any manner with the operation of fire alarm pull stations and/or sprinkler stations located within rooms or common areas of the residence halls. Disciplinary action and fines up to \$1,000 may result for documented instances of tampering with fire safety equipment.
- VII. The University and the Department of Residential Life shall accept no responsibility for the theft or loss of monies or valuables of residents living in campus residence halls. All residents are encouraged to carry adequate personal property insurance.

### **Sec. 3 – Check-In & Check-Out**

- I. A resident is considered checked-in when (s)he obtains a room key. Acceptance of room keys implies acceptance of the terms of the Residential Life Housing Contract.
- II. Upon check-in, each resident shall complete and turn in a Room Condition Report (RCR).
- III. When checking-out of an assigned residence hall room, each resident must meet with the Area Director, or their designee, and shall turn in all keys. The room, including all shared spaced within each room/suite, shall be returned to its original condition, as documented on the RCR.
- IV. Failure to check-out in person with a Residential Life Official will result in a \$100 Improper Check-Out Fee. Additional fines may be charged for failure to return keys, and for any damage to the room or public spaces of the assigned residence hall.

## **Sec. 4 – General Residence Hall Regulations**

- I. Pets  
Pets and other animals are not permitted in any residence hall or other campus facility, with the exception of certified guide animals and aquatic fish in properly maintained aquariums. Professional, full-time, live-in staff members (Area/Assistant Directors) may one housecat or one dog that is to be less than 40 pounds in weight, with the approval of the Director of Residential Life. Under no circumstances may reptiles, rodents, or other animals be kept as pets in the residence halls.
- II. Solicitation  
Solicitation is not permitted within any residence hall, nor are residents permitted to use their residence hall room for any commercial purpose.
- III. Firearms & Combustible Materials  
All types of firearms, weapons, and explosives (including, but not limited to, firecrackers, gasoline, and other combustible materials), are prohibited in and around the residence halls. Commercially available chemical and/or pepper based propellant products may be possessed solely for the purpose of self-defense and safety.
- IV. Drugs  
The illegal possession, use, or distribution of drugs, narcotics, hallucinatory agents, and/or related paraphernalia is strictly prohibited in the residence halls.
- V. Hall Sports  
Excessive noise, building or hall sports, and unruly behavior are not permitted in the residence halls.
- VI. Littering  
The intentional littering, overturning of trash receptacles, or ‘trashing’ of any residence hall public area is considered an act of vandalism.
- VII. Posting

Only official notices, fliers, and messages, with the approval of the Director of Residential Life or their representative, may be posted in the residence halls.

### VIII. Mailboxes

Mailboxes may not be used for any purpose other than for official mail or University business. Special notices may be approved by the Director of Residential Life and placed in student mailboxes by Residential Life staff members.

## **Sec. 5 – Alcohol & Other Drugs**

### I. Residence Hall Alcohol Regulations

- a. The possession and/or consumption of alcoholic beverages by persons under the age of 21 is strictly prohibited. Students 21 and over may consume alcoholic beverages within their residence hall room in a responsible manner, and with the door closed.
- b. No person shall provide alcohol or alcoholic beverages to any person who is under the age of 21.
- c. There shall be no consumption of alcoholic beverages and no open or closed containers of alcohol in any public area of any residence hall or in the immediate proximity of the exterior of any residence hall.
- d. The possession of alcohol paraphernalia designed to promote the irresponsible consumption of alcohol, or that used in the irresponsible consumption of alcohol, is prohibited in all residence halls (ex., beer bongs, funnels, etc.)
- e. Drinking games and other activities that deliberately encourage the irresponsible or excessive consumption of alcohol is prohibited.
- f. Kegs, pony kegs, grain alcohol, multi-alcohol drink punches, party balls, and other large quantity and high-content alcoholic drinks and containers are strictly prohibited.
- g. Alcoholic beverages may not be made available from common source containers such as trash cans, watermelons, igloos, punch bowls, etc.
- h. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety and/or rights of another person, or the violation of any other campus regulations that may occur while they are under the influence of alcohol and/or other drugs.

### II. Residence Hall Drug Regulations

- a. Residential Life supports and enforces the drug policies set forth in the *Code of Conduct* (Sec. 3, Pt. XVIII).
- b. All residential students and their guests are prohibited from the use, possession, and/or distribution of any and all illegal and illicit substances, including illegally acquired or misused prescription drugs and actual or suspected paraphernalia.

- c. Intoxication from said substances is prohibited within all residence halls and in the proximity of all residence halls.

### III. Tobacco

- a. Tobacco use is not allowed in any residence hall. This policy includes, but is not limited to: cigarettes, smokeless or spit tobacco, snuff, cigars, cloves, and pipe tobacco.
- b. No person may use tobacco, or smoke any substance, within 20 feet of any residence hall entryway.

## **Sec. 6 – Residential Access & Visitation**

### I. Exterior Entry and Exits

For security reasons, exterior doors to all Loyola residence halls are locked 24/7. With the exception of the front entrance doors of Biever, Buddig, and Carrollton Halls, and the front and rear entrance doors of Cabra Hall, all exterior doors are equipped with safety alarms that will trigger when opened. These exits are clearly marked and are to be used only in case of emergency.

### II. Identification

Resident students of all residence halls must show their Loyola Identification Card (Express Card) and building sticker to the Desk Assistant on Duty each time they enter the building.

### III. Building Access

Each exterior entry is equipped with an electronic card access system. Residents must swipe their ID to gain access to the building. Residents should never give building access to strangers.

### IV. Lockout Policy

All residents are required to carry their Loyola ID Card and room/wing keys at all times. Students may be subject to \$10 fine for each lockout.

### V. Lost Key Replacement

Lost room/wing keys should be reported to a Residential Life staff member as soon as possible. For security reasons, room doors will be re-keyed, resulting in service fees (variable by building.)

### VI. Visitation

- a. All non-resident guests must produce identification and must be registered and checked-in at the residence hall front desk before entering the building. Guests must also check-out with the Desk Assistant upon exiting the building.
- b. Same-sex guests may remain in the building overnight, with proper check-in and check-out.
- c. Residents of Carrollton and Cabra Halls, and non-Freshman residents of Biever and Buddig Halls may have overnight guests of any sex.
- d. Freshman residents in Biever and Buddig Halls may have opposite sex guests within the following hours:

Sun-Thurs                      10 AM – Midnight

Fri-Sat 10 AM – 2 AM

Eves of Holidays: 10 AM – 2 AM

- e. Cohabitation is prohibited.
- f. Each room may have a maximum of three occupants at any time. Guests may not stay in the residence hall for more than three nights in one week and not in consecutive weeks. The host student will be held responsible for the behavior of their guest(s).

#### VII. Building Closures

All residents are required to vacate the residence hall within 24 hours of their last final at the end of each semester, and by designated times during official University holidays and closings.

### **Sec. 7 – Failure to Comply with the Reasonable Request of a University Official**

The University cannot operate in an environment where students refuse to cooperate with reasonable requests such as the request to identify one's self or the request to refrain from inappropriate behavior. Students are expected to comply with all reasonable requests from any identified University official. This section includes requests made by students who are University employees, such as Desk Assistants and Resident Assistants.

### **Sec. 8 – Loyola Express/ID Card**

All students are required to carry their Loyola University ID Card with them at all times. Resident students must identify themselves upon entry to any residence hall.

### **Sec. 9 – Room Entry & Room Search**

#### I. Room Entry

Per the Residence Hall Contract (Sec. VIII, part B.), residence hall rooms can and may be entered by authorized University personnel, including Residential Life staff, for the following reasons, which are to be made known to the occupants:

- a. Inspection for public health reasons and for compliance with policy, fire, life, and safety guidelines.
- b. Repair, maintenance, and/or cleaning of the facility and furnishings.
- c. Response to any reported or perceived emergency medical or facility situation.
- d. Enforcing University policy and investigating suspected infractions thereof.
- e. Inspecting rooms to ensure that the hall is vacated during fire alarms or other emergency situations, and during vacation/holiday periods.
- f. Upon request of an identified room occupant.

#### II. Room Search

Rooms may be searched by authorized University and Residential Life personnel. When at all possible, room occupants will be present and will be informed of the reason for the search in advance. Rooms will only be searched when there is 'reasonable cause' to suspect:

- a. That the occupants of the room are in violation of University policy with regard to conduct, health standards, and safety regulations.
- b. That, in the judgment of authorized personnel, there is a clear and immediate danger present.

### III. Procedures for Room Entry & Room Search

- a. No student room shall be entered without knocking and identification by the person seeking entry. Room entry, following the knock, shall be preceded by a sufficient period of time to provide occupant(s) reasonable opportunity to open the door themselves. In the event that a room is entered in the absence of the resident, written notification of entry will be left for the resident.
- b. Students will be given a receipt for any and all property removed or confiscated at time of search or entry. These belongings will be returned if and when it is both safe and lawful to do so, and only after disposition of any related case by the appropriate University, civil, or criminal authorities.
- c. Two persons, to include at least one Student Affairs officer, must be present at time of search if resident is not present.
- d. In case of routine inspections (conducted at major University breaks), students will be notified at least 24 hours in advance of the time and purpose of the inspection, and will have the opportunity to be present at time of inspection.

## **Sec. 10 – Prohibited Items**

- I. For fire safety, personal safety, and pest control reasons, the following items are prohibited in all residence halls:
  - a. Halogen Lamps (desk and floor)
  - b. Microwaves (except when attached as part of a microfridge unit)
  - c. Oil Lamps
  - d. Space Heaters
  - e. Open-Coil Appliances: Hot plates, skillets, toaster ovens, toasters, camp stoves, etc.
  - f. Fireworks
  - g. Illegal substances
  - h. Illegally obtained property (street signs, etc.)
  - i. Candles and Incense
  - j. Extension Cords
  - k. Firearms, Knives, and Weapons of any kind
  - l. Pets
  - m. Flammable Liquids (gas, lighter fluid, etc.)

## **Sec. 11 – Room Change & Consolidation**

- I. Room Change Philosophy  
New residential students are matched as roommates based on preferences provided on the Housing Contract. It is the philosophy of Residential Life that room changes are a last resort in most circumstances, and that both residents and the Department of Residential Life are expected to exhaust all other avenues for remedying any issues before a room change will be granted.
- II. Room Freeze  
A room freeze will take place during the first two weeks and last two weeks of each semester. During this period, no room changes will be approved.
- III. Room Change Period  
Room changes may be approved at any time outside of the Room Freeze Period. All room changes will incur a \$100 Room Change Fee.
- IV. Room Change Approval  
All room changes must be initiated and approved by the Area Director. Room changes will not be approved without the signature of the appropriate Area Director(s).
- V. Room Consolidation  
Room Consolidation will take place after the Room Freeze Period has ended. Students living in a double-occupancy room who do not have a roommate will be required to move into another room with a roommate. In the event that single rooms are available, Residential Life may give a limited number of students the opportunity to secure their room as a single.
- VI. Single Room Availability  
No First-Year student will be granted a single room, except in cases where a single room request is accompanied by official medical documentation from a health care specialist (subject to review and approval by the Department of Residential Life). All students residing in single rooms, whether by choice or by circumstance, will be charged the applicable single room rate for that residence hall. Students living in single rooms who prefer not to pay the single rate may request a room change and/or accept a roommate at any time.

## **Sec. 12 – Quiet Hours & Courtesy Hours**

- I. Students are required to maintain an atmosphere in the residence halls that is conducive to sleep and study. Quiet Hours are strictly observed as follows:

Sun-Thurs Evenings	8 PM – 10 AM
Fri-Sat Evenings	10 PM – 10 AM

During Quiet Hours, students and guests in the residence halls, porches, and Residential Quad must keep stereos, televisions, music, and other sources of noise at a level that cannot be heard in another person's room or in adjacent public areas.
- II. Courtesy Hours are to be observed 24 hours per day. Courtesy Hours imply that students should be respectful of the rights and feelings of others,

especially when academic pursuits are involved. During daytime hours, when Quiet Hours are not in effect, any resident or staff member may ask another to reduce noise levels. The student(s) responsible for the noise are obligated to comply with such requests.

### **Sec. 13 – Cooking**

Due to fire, health, and sanitation reasons, cooking is not allowed in residence hall rooms or suites. Conventional ovens, microwaves, stoves, and other cooking appliances are prohibited in all residence halls (with the exceptions of microwaves in Cabra Hall, and ovens where provided in Carrollton Hall Apartments). Public-use kitchens are provided for student use in the following locations:

Cabra 1<sup>st</sup> Floor

Buddig 12<sup>th</sup> Floor

All Biever Hall Floors and Carrollton Suite Floors

### **Sec. 14 – Maintenance & Repairs**

If your room requires maintenance or repairs, please contact your RA as soon as possible. Normal work requests may take 3-5 days to complete. Emergency maintenance issues should be reported immediately to a Residential Life staff member or to LUPD.

### **Sec. 15 – Elevators**

Do not tamper with elevator equipment. In the event that personal items are dropped down the elevator shaft, students may be responsible to compensate the University for the cost of collection.

### **Sec. 16 – Vandalism**

- I. Residents will be held individually responsible for all acts of vandalism or damage to University property. Public area damage not attributed to individual students will be billed to all residents of the affected floor, wing, or building.
- II. Vandalism and other incidents may be reported to LUPD (x3434) or to a Residential Life staff member. Vandalism and other crimes may be reported anonymously via the Silent Witness form, available online at <http://www.loyno.edu/police/silentwitness.php>.

### **Sec. 17 – Room Decorations**

- I. Residents are responsible for any damage caused by decorations to their rooms. Stains, nail holes, and tape/stickers are common decorations that may leave varying levels of damage in a room upon vacancy. Residents must return their room to its original condition by the end of the contract period.
- II. No walls or furniture may be painted.

- III. No posters, signs, or other decorations may be posted in room windows or in any way such that they are visible to bystanders from outside of the room or building.

### **Sec. 18 – Furniture**

- I. Public area furniture may not be moved from its location. Furniture removed from lobbies, kitchens, laundry rooms, or other public areas may be considered stolen, resulting in damage fees to the community.
- II. Room furniture may not be removed from the residence hall room for any reason. Should furniture be in need of repair or replacement, University personnel will handle all furniture moves and/or replacement.

### **Sec. 19 – Pests & Exterminators**

- I. Improperly stored food and trash are the prime attractors of pests. Personal cleanliness is a more effective pest repellent than chemicals or sprays. Each residence hall is serviced regularly by a professional exterminator. Residents should support the cleanliness of the facilities by maintaining appropriate cleanliness and sanitation in their personal belongings and in public spaces. Exterminators may require access to resident rooms at times.
- II. If any resident has allergies that are aggravated by pest and/or rodent bait, please contact the Area Director.

### **Sec. 20 – Housekeeping**

Housekeeping regularly cleans all public areas of the residence halls (including bathrooms in Biever and Cabra Halls). Private rooms are the responsibility of each resident. Brooms, vacuums, and mops are available for checkout at each building's front desk.

### **Sec. 21 – Windows & Screens**

- I. Screens are not to be removed from windows. Windows that are secured shall not be opened.
- II. Many windows are secured with window stops that restrict the opening width of room windows. Where provided, these stops are not to be removed, moved, or altered in any way.
- III. Ejecting objects from windows is strictly prohibited.
- IV. Sitting, standing, or lying on window ledges, roofs, and terraces is prohibited.

### **Sec. 22 – Arson and Fire Safety**

Tampering with, disabling, or otherwise damaging fire safety equipment will not be tolerated, including inappropriate use of fire extinguishers, pulling of 'false' fire alarms, and ignition of flammable materials. Students found responsible for any such act will face a minimum fine of \$1,000 and judicial sanctioning through the campus judicial process.

## FAQs

### 1. What policies and guidelines do I need to follow while I am on campus?

The behavior of all Loyola University students and visitors is governed by the policies, procedures, and guidelines outlined in the *Student Handbook*. All students, faculty, and staff are provided a hard copy of the *Student Handbook*, and the *Student Handbook* may be accessed online at <http://www.loyno.edu/students/handbook/>.

### 2. Who is required to live on campus?

Beginning with the incoming class in Fall 2008, Loyola maintains a Sophomore Residency Requirement. All First-Year and Sophomore students with a permanent address outside the New Orleans metropolitan area are required to reside on-campus in the residence halls.

### 3. When will I receive my housing assignment?

You will be contacted by email or postal mail with your housing information as soon as possible! For Fall 2009 housing, returning students will be notified beginning May 1. Incoming students (First-Year students and Transfer students) will be notified beginning in mid-July. If you submit your Housing Contract late, we will contact you as quickly as we can. Please do not hesitate to contact us at any time if you would like to speak to someone about the status of your housing application:

Phone: 504-865-2445  
 Fax: 504-865-2580  
 Email: [reslife@loyno.edu](mailto:reslife@loyno.edu)  
 US Mail: Loyola University New Orleans  
 Office of Residential Life  
 6363 St. Charles Ave. Box 126  
 New Orleans, LA 70118

### 4. How much does it cost to live on campus?

*Anticipated costs for on-campus housing for 2009-2010\* are:*

Biever Hall (double occupancy)	\$2,877/sem
Buddig Hall (double occupancy)	\$2,877/sem
Cabra Hall (double occupancy)	\$2,386/sem
Cabra Hall (single occupancy)	\$3,299/sem
Carrollton Hall Apartments (double occupancy)	\$3,449/sem
Carrollton Hall Apartments (single occupancy)	\$3,743/sem
Carrollton Hall Suites (double occupancy)	\$2,976/sem

*Housing costs for Summer 2009\* are:*

Biever Hall (double occupancy)	\$180/wk
Biever Hall (single occupancy**)	\$232/wk
Cabra Hall (Conditional Law Program)	\$550/session

*\* Additional Residence Council Fee applies to all residence halls:*

*\$30/sem for Fall and Spring, \$10/session for Summer.*

*\*\* Single rooms may be available on a limited basis. Priority for single rooms will be given to students with documented need. Additional charges apply to all single occupancy rooms.*

### **5. How do I find my roommate if I am a new student to Loyola?**

**Converge** is a roommate selection program that matches profiles of participants and allows them to communicate via email during the search for a roommate. We strongly encourage all incoming First-Year and Transfer students to use **Converge** to select their own roommate. Students who choose not to utilize Converge will be assigned roommates based on the information they provide on their housing application. **Converge** can be accessed at <http://www.loyno.edu/reslife/Converge.htm>.

### **6. I require special housing accommodations. What options do I have?**

If you are a student with special housing needs, please contact us at [reslife@loyno.edu](mailto:reslife@loyno.edu). You will also need to submit a Housing Accommodation Request Form, including documentation from a doctor or certified health care professional regarding your needs for special housing accommodations at the time you submit your housing contract. Please make sure that your request is very clear, and that you submit adequate documentation.

### **7. Do I get to choose which residence hall I live in?**

You may provide a building preference on your Housing Contract. Keep in mind that First-Year students may only live in Biever Hall or Buddig Hall. We will do our best to honor your request, based on availability. Please explore your housing options on the Residential Life website at <http://www.loyno.edu/reslife/residencehalls.htm>.

Also, you may be interested in one of Loyola's new Residential Learning Communities! Learn more about our Honors, Wellness, Global Village, Faith/Justice, Cardoner Fellows, Psychology, Creative Writing, and WILL communities online at <http://www.loyno.edu/reslife/Communities.html>!

### **8. After moving in, may I change rooms or residence halls?**

Room changes are not suggested, as they take time and energy away from your studies and friends. If you are experiencing challenges in your living situation, your Resident Assistant or Area Director are available to help you out. However, we realize that in some cases, room changes may be the best option. Students granted a room change will be assessed a \$100 Room Change Fee, and will be

required to check-in to their new room and check-out of their old room within 48 hours. No student may move within the first or last two weeks of any semester. Students failing to complete their move within 48 hours will be assessed the \$100 Room Change Fee.

**9. Is there co-ed housing available on-campus?**

All Loyola housing is co-ed. In Biever Hall males and females are housed by wing. In Buddig Hall, Cabra Hall, and Carrollton Hall males and females are housed by suite or apartment. Though co-ed, Buddig Hall traditionally houses most First-Year females, and Biever traditionally houses most First-Year males.

**10. What are my dining options on campus?**

All students living on campus are required to have a meal plan. More information regarding meal plans and dining options is available through Dining Services at <http://www.loyno.edu/dining/>.

**11. What does my Express Card do?**

You will use your Express Card (your Loyola University student ID) in several ways on campus. You will use your ID to get meals in the OR, and you will use Wolf Bucks to buy snacks at The Market or in vending machines around campus. The residence halls are secured with card swipe access, and your ID will gain you access to your hall. Whenever you enter the building, you will need to show your ID and building validation sticker to continue past the lobby. You can also use your ID card to do laundry or to make copies. Learn more about your Express Card at <http://www.loyno.edu/loyola.express.card/>.

**12. When may I move-in to the residence halls?**

*First-Year and Transfer students* who will attend Lagniappe Session #4 may move-in at **8:00 AM on Wednesday, August 26, 2009**.

*All First-Year and Transfer students* who will attend Wolfpack Welcome may move-in at **8:00 AM on Friday, August 28, 2009**.

*Returning students* may move-in beginning at **8:00 AM on Saturday, August 29, 2009**.

**13. May I select my own roommate?**

If you are an incoming student and know someone you would like to live with, you and your potential roommate may submit a mutual request to be housed in the same room. You will both need to request one another as roommates on your housing application when you submit them to the Office of Residential Life. If you have already moved in, you may request a room change and pay the associated Room Change Fee of \$100.

**14. May I stay in the residence halls over University holidays?**

All residence halls are open during Fall Break, Thanksgiving, Mardi Gras, and Easter/Spring Break. During these holidays, any resident may stay in the building, though our student staff and the services we are able to provide will be limited. The residence halls will completely close over the Winter Break, and no student may stay on campus during that time.

**15. What size are the beds in the residence halls?**

In Biever Hall, Carrollton Hall, and Buddig Hall (floors 2-5), the beds are 80" x 36" (extra long twin). In Cabra Hall and Buddig Hall (floors 6-12), the beds are 76" x 36" (regular twin).

**16. What amenities come with my residence hall room?**

Rooms come with a basic cable connection, local telephone service, Ethernet connection (wireless in Cabra Hall), air conditioner, and heater. For more information, please visit our "Moving In" webpage:  
<http://www.loyno.edu/reslife/movingin.htm>

**17. How do I do laundry in the residence halls?**

Each residence hall has its own laundry facility. Buddig, Biever, and Carrollton Halls have their laundry facilities on the first floor of each building. Cabra Hall has machines on floors 1, 2, 3 and 4. Machines are both coin and card operated. You can use your Loyola ID to use machines if you have money on your card. The cost of washing and drying is \$1.00 per load.

**18. Are housekeeping services provided?**

Loyola's cleaning service, WFF, does not clean student rooms during the academic year. It is the student's responsibility to clean their individual room. Because the restrooms in Biever Hall are communal, WFF will clean these facilities on a daily basis. Cabra Hall has their suite bathroom cleaned once a week by WFF services. Buddig Hall and Carrollton Hall bathrooms are cleaned during the Christmas holiday.

**19. Does the University insure personal property?**

The University does not insure students' personal property. Students should consider purchasing a Renter's Insurance Policy through their family insurance provider. Parents, in some cases your college student may be covered through your homeowner's policy, check with your provider to learn more.

**20. Are there computer labs available in the residence halls?**

There is a computer lab on the first floor of Cabra Hall for student use. Main campus residence halls do not have computer labs, though there is a 24-hour computer lab available in the Monroe Library.

**21. May I bring my own refrigerator and/or microwave?**

Students may bring their own refrigerator as long as it is no bigger than 3 cu. ft. Microwaves are strictly prohibited in the residence halls. You may rent a MicroFridge (combination microwave/fridge/freezer unit) should wish to have both a microwave and a refrigerator. For more information, please visit Collegiate Concepts online at [www.collegefridge.com](http://www.collegefridge.com).

**22. May students bring cars to campus?**

Upperclass and returning residents may bring their cars to campus. First-year student parking permits are limited. Please visit the Parking Services website for information: <http://www.loyno.edu/police/parking/>

**23. How do I submit my housing payment?**

Residential Life cannot accept deposits or payment for housing. Questions and payments should be handled with the Bursar's Office.

**24. What is my on-campus mailing address?**

*Buddig Hall residents:*

Loyola University New Orleans  
Buddig Hall  
100 LaSalle Court  
New Orleans, LA 70118

*Biever Hall residents:*

Loyola University New Orleans  
Biever Hall  
200 LaSalle Court.  
New Orleans, LA 70118

*Carrollton Hall residents:*

Loyola University New Orleans  
Carrollton Hall  
300 LaSalle Court  
New Orleans, LA 70118

*Cabra Hall residents:*

Loyola University New Orleans  
Cabra Hall  
7214 St. Charles Ave.  
New Orleans, LA 70118

**25. What is the earliest that I may ship my packages to my new address?**

You may ship packages to your new address one week prior to the date you plan to move to campus. Contact Residential Life immediately upon arriving at campus to arrange pick-up of your packages.

[www.loyno.edu/reslife](http://www.loyno.edu/reslife)