

# The Division of Student Affairs

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THE DIVISION OF STUDENT AFFAIRS complements the University's academic mission by providing a safe and supportive campus that affords students with ample opportunities for development in addition to important services that add value to the campus experience. At the core of the Division's work is the belief that student involvement (defined as time spent on campus, involvement with student organizations, interaction and familiarity with faculty and staff, development of a peer support group, and commitment to academic pursuits) is critical to student success. As such, the Division serves as a resource to all students, regardless of major or classification.

## STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs enhances growth of Southeastern students and fosters pride in the institution through the provision of superior campus services, meaningful opportunities for student development, and maintenance of a safe campus. The Division of Student Affairs oversees several services and programs as follows:

### DISABILITY SERVICES

The Office of Disability Services works with students and other offices on campus concerning university related accommodations. To receive accommodations, students with disabilities **must** self-identify by providing current documentation from an appropriately licensed professional on official stationary regarding the nature and extent of the disability and the recommended accommodation(s). Detailed self-identification, documentation, and accommodation request information is available from the Office of Disability Services. Documentation must address the specific diagnosis, tests used in making the diagnosis, and test scores, where appropriate.

Once all documentation has been received and approved, the Office of Disability Services will provide individual letters to instructors outlining the recommended accommodation(s). Faculty shall not grant accommodations based on disabilities without this letter.

**It is the student's responsibility to identify their needs to the Office of Disability Services and request services and accommodations each semester.** As many accommodations may require time and resources to arrange, students are encouraged to self-identify as soon as possible. Retroactive accommodations are not provided.

In addition to academic accommodations, special resources available to students with disabilities include wheelchair accessible computer stations and adaptive software and equipment, in addition to tutoring and counseling. Special facilities designed for students with disabilities include connecting walkways, elevators, ramps, handrails, lifts, drinking fountains, restroom modifications, and residential facilities.

### STUDENT CONDUCT

The Office of Student Conduct administers the Student Code of Conduct. Under the auspices of the Chief Student Conduct Officer, the Student Code of Conduct affirms that students, upon enrollment, do not lose the rights of, nor are they exempted from fulfilling the obligations and duties of citizens. Students have the responsibility to familiarize themselves with the Student Code of Conduct and will be held responsible for compliance. Students are expected to conduct themselves in a manner that supports the educational mission and functions of the University, as well as to comply with federal, state and local laws. In most cases, the Student Code of Conduct applies to conduct that occurs on the University premises. Nonetheless, jurisdiction and discipline may be extended to off-campus behavior that adversely affects the University community or the pursuit of its objectives. The procedure followed in disciplinary matters is outlined in the current issue of the student handbook or on the University's website.

### SANCTIONS

The following sanctions shall be effective at all universities under the jurisdiction of the University of Louisiana System:

1. Any student who is found to have violated any of the rules of personal conduct may be sanctioned up to and including suspension, dismissal, or expulsion. If the violation is found to be of a serious nature, such student shall at minimum, be suspended or dismissed for one academic year.
2. A visitor to the campus, found to have violated any rules of personal conduct, may be denied admission to the university. If the violation is found to be of a serious nature or to have contributed to disruption, the visitor shall, at a minimum, be denied admission or employment for twelve months.
3. The President of the University is authorized to bar from the campus any student, who has committed an act of misconduct in violation of the rules of personal conduct and whose presence on the campus constitutes a clear and present danger to the orderly processes of the University.

### SEPARATION FROM THE UNIVERSITY

**Students who are found responsible for serious violations of the Student Code of Conduct or who habitually violate the Student Code of Conduct may receive a sanction that separates them from the University. Such sanctions could include the following:**

1. **Disciplinary Suspension:** Involuntary separation of the student from the University for a definite period of time, after which the student is eligible to apply for readmission, assuming no intervening serious misconduct has occurred. The student is placed on disciplinary probation for the first semester following return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering any Southeastern Louisiana University premises for the period during which their sanction is in effect without

- advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and/or the records of the students who are involuntarily separated from the University for the period of separation.
2. **Disciplinary Dismissal:** Involuntary separation of the student from the University for a definite period of time and without a guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof lying with the student. Conditions for consideration of readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold may be placed on the ability to register and/or the records of the students who are involuntarily separated from the University for the period of separation.
  3. **Disciplinary Expulsion:** Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Judicial Affairs Officer. A hold will be placed on the student's ability to register and may be placed on the records of those who are involuntarily separated from the University.

### **STUDENT UNION**

The War Memorial Student Union is the community center of the University. The Student Union provides services and conveniences to students, faculty, and staff during their daily life on campus. Services available in the Student Union include the Game Room, ATM machines, Post Office, The Document Source (Xerox Copy Center), University Bookstore, Lion's Den Food Court, and Subway. The Student Union also offers conference and meeting room space.

### **STUDENT PUBLICATIONS**

The Office of Student Publications oversees the publication of *The Lion's Roar*, the student newspaper, and *Le Souvenir*, the student yearbook, in addition to other handbooks and publications. The newspaper and yearbook are a forum for the free expression of opinions and comments, the exchange of ideas and the dissemination of information as provided by the First Amendment. The Office of Student Publications provides students with a working environment that fosters the development of skills in journalism, leadership, time management, human relations, teamwork, and fiscal responsibility.

### **CAREER SERVICES**

The Office of Career Services (CS) provides career counseling and post-graduation job placement assistance to juniors, seniors, graduate students, and alumni. CS also provides assistance in locating off-campus employment opportunities in the Northshore area to all classifications of currently enrolled students.

Career counseling services include individual and group sessions to discuss career goals, develop resumes and cover letters, and polish job interviewing skills. Career assessment is also available to clarify interests and personality strengths as they relate to appropriate career choices. Job placement assistance services include on-campus interviews, resume referrals, job vacancy postings, and campus-wide career fairs. Students interested in any of these services should register with the Office of Career Services.

### **UNIVERSITY COUNSELING CENTER**

The University Counseling Center (UCC) offers professional mental health counseling services to assist with personal and social concerns. Individual, couples, marriage, family, and group counseling is available to all students, faculty, and staff. The UCC staff also provides emergency services after hours.

Professional services are confidential except in cases of danger to self or others, evidence of child/elder abuse or neglect, court order, written permission of the client to disclose, or if the counselor is legally challenged by the client. UCC staff adheres to the American Counseling Association's Code of Ethics and the Code of Ethics of the Louisiana License Professional Counselors Board of Examiners. The Center is accredited by the International Association of Counseling Services, Inc.

### **PROJECT PAWS**

Project PAWS is an initiative of the Division of Student Affairs to educate and heighten awareness regarding issues of safety. Presentations on suicide prevention, sexual assault prevention, domestic violence, alcohol and drug abuse prevention, etc. are offered each semester.

### **STUDENT DEVELOPMENT**

These areas create personal development opportunities for all students through its wide range of programs that are designed to enhance the quality of student life. Under the direction of the Assistant Vice President for Student Affairs, many services such as activity registration, campus calendar compilation, off-campus visitation, sign posting procedures and approvals, and oversight of the University's alcohol policy are also provided.

Other student development areas include:

### **SHUTTLE SERVICE**

Students, faculty and staff may ride the Lion's Traxx's Shuttle Monday through Friday from 7 am to 4 pm. Riders must show their Southeastern ID to board. The shuttle makes a loop around campus every 15 minutes. For time, stops, and more information call 549-BUSS (2877).

## **MULTICULTURAL AND INTERNATIONAL STUDENT AFFAIRS**

The Office of Multicultural and International Student Affairs works to create a campus environment that encourages and welcomes diversity. The office coordinates a wide range of programs and services in cooperation with academic departments, student organizations and other student support units. These activities assist students in achieving academic success and provide the campus with avenues for learning about and celebrating new cultures and diverse ways of thinking.

## **LEADERSHIP DEVELOPMENT/STUDENT ACTIVITIES**

Students are provided many opportunities to enhance their leadership skills through the Office of Leadership Development/Student Activities. An annual LEAD retreat offers students the opportunity to hone their leadership abilities in a fast-paced, result-oriented conference that brings together students and staff from a variety of backgrounds and needs. The office also handles voter registration.

## **RECREATIONAL SPORTS AND WELLNESS**

The Office of Recreational Sports and Wellness provides students with opportunities to participate in a variety of sport/recreational related events that help stimulate learning and personal development. Based in the Pennington Student Activity Center, the department offers intramural sports, sport clubs, special events, fitness classes, and other activities throughout the year to meet student recreational needs.

## **STUDENT ORGANIZATIONS**

Student organizations are vital to Southeastern's campus life and provide varied opportunities for students to enhance classroom experiences through interaction with individuals of varied interests, ideas, and values. The Office of Student Organizations and Strategic Initiatives oversees approximately 90 student organizations that include honor societies and departmental, religious, service, and special interest groups. The following organizations are presently active at Southeastern:

### **DEPARTMENTAL ORGANIZATIONS**

American Design Drafting Association, American Marketing Society, American Society of Safety Engineers, American Welding Society, Biology Graduate Student Organization, Biology Undergraduate Society, English Club, Financial Management Association, German Club, Horticulture Club, Kinesiology and Health Sciences Club, LeCircle Francais, National Association of Industrial Technology, National Speech, Language, & Hearing Association, Organizational Communication Association, Public Relations Student Society Association, Society of Chemistry Undergraduate Majoring Students, Society of Physics Students, Southeastern Association of Family & Consumer Sciences, Southeastern Education Association for Students, Southeastern Horticulture Club, Southeastern Sociological Association, Spanish Club, and Student Nurses' Association

### **HONOR SOCIETIES**

Alpha Psi Omega, Beta Alpha Psi, Beta Beta Beta Biological Organization, Chi Sigma Iota, Delta Omega Alpha, Delta Omicron, Gamma Beta Phi, Honors Club, Kappa Delta Pi, Kappa Kappa Psi-Tau Beta, National Society of Collegiate Scholars, Phi Kappa Phi, Phi Mu Alpha Sinfonia, Psi Chi, Sigma Alpha Lambda and Sigma Alpha Pi

### **RELIGIOUS**

Baptist Collegiate Ministries, Campus Crusade for Christ, Campus Outreach, Catholic Student Association, Delta Psi Epsilon Christian Sorority, Grounded, International Student Ministry, Latter Day Saint Student Association, Rise Ministries, Southeastern Gospel Choir, The Red Tree, The Remix and the Wesley Foundation

### **SERVICE ORGANIZATIONS**

Campus Activities Board, Omega Phi Alpha, and Student Government Association

### **SPORTS**

Iron Lion Power lifting Team and Southeastern Rugby Club

### **SPECIAL INTEREST**

American Association of University Women, Amnesty International, Association of Latin American Students, Best Buddies, Black Student Union, Circle K, College Democrats, College Republicans, Dream Team, FlipSide, GreenLogic, International Student Organization, Italian Club, Japanese Animation Society, Lady Cubs, Ladies of the Green and Gold, Lionettes, Moxie Dance Project, NAACP, Palmeto Press, Praise-N-Motion Dance Ministry, Press Club, Shindoryu Aikijutsu Association, Southeastern Brazilian Jiu Jitsu, Southeastern Ceramics Club, Southeastern Gamers, Southeastern Guitar Club, Student Council for Exceptional Children, Students in Free Enterprise, and Visual Arts Society

## **GREEK LIFE**

Greek Life organizations are national fraternities and sororities that have chapters on our campus. Dealing with leadership, education, and philanthropy they strive to enhance the individual to a life of service.

## **FRATERNITIES**

Alpha Phi Alpha, Delta Tau Delta, Kappa Alpha Order, Kappa Alpha Psi, Kappa Sigma, Omega Psi Phi, Phi Beta Sigma, Sigma Tau Gamma, Tau Kappa Epsilon, Theta Chi, and Theta Xi.

## **SORORITIES**

Alpha Omicron Pi, Alpha Sigma Tau, Delta Sigma Theta, Phi Mu, Sigma Gamma Rho, Sigma Sigma Sigma, Theta Phi Alpha, and Zeta Phi Beta.

## **STUDENT GOVERNMENT ASSOCIATION**

Southeastern's Student Government Association (SGA), of which each student is a member, is the principle organization of the student body. The SGA provides student representation to the faculty, administration, and community.

The SGA constitution provides for a three-branch system of government that includes executive, legislative, and judicial units. Executive and legislative officers are elected by the student body, while judicial representatives are appointed by the SGA President with the approval of the Senate.

## **CAMPUS ACTIVITIES BOARD**

Southeastern recognizes the value of extracurricular and co-curricular activities both as an integral part of the educational process and as a means of relaxation and entertainment for students. The Campus Activities Board's (CAB) purpose is to enhance the educational process by allowing students to plan social, cultural, and entertainment programs for the campus community.

## **UNIVERSITY POLICE DEPARTMENT**

The Southeastern Louisiana University Police Department is a service and safety oriented department with broad enforcement powers, and is dedicated to providing an atmosphere in which the mission of the University can be accomplished. The officers are commissioned through the Louisiana Department of Public Safety under the provisions of the Louisiana Revised Statutes, Section 17:1805. Crime prevention and student safety is a priority and representatives of this department are actively involved in instructional and educational outreach. University Police has jurisdiction over all university properties. Jurisdiction is extended to off campus locations when requested by other law enforcement agencies.

The University Police Department provides a full range of law enforcement services, including criminal investigations, accident investigations, emergency services, and crime prevention education. The department operates 365 days a year, 24 hours a day, 7 days a week.

If an arrest is made, the individual will be transported to the Tangipahoa Parish Jail (felony) or to the Hammond City Jail (misdemeanor) for booking. All females are taken to the Tangipahoa Parish Jail. Violations of University regulations, which are not criminal offenses, will be reported to the University Chief Judicial Officer for further action.

The University Police Department reports the numbers and types of crimes monthly to the United States Department of Justice, the Louisiana Commission on Law Enforcement, and to the Board of Supervisors for the University of Louisiana System. University Police can be contacted by dialing (985) 549-2222.

## **MOTOR VEHICLES**

All students and employees of the University are required to purchase a parking decal/hang tag prior to parking on campus. All visitors are required to register their vehicle with the University Police Department and receive a temporary parking tag. Any vehicle parked on campus without a current parking tag will be issued a ticket.

## **CAMPUS PARKING REGULATIONS**

Campus parking regulations are explained in detail in the Parking Regulations brochure provided to each individual who registers a motor vehicle at the University Police Department.

Parking areas on Southeastern's campus are designated and marked specifically faculty/staff, resident student, freshmen commuter, upper class commuter, and motorcycles. Handicapped and maintenance vehicle parking spaces are also clearly marked. All parking areas are indicated by color code on the Campus Map.

Students are responsible for knowing and understanding the regulations, where they are authorized to park, the campus speed limit, and enforcement procedures.

Students requiring the use of a handicapped parking space must have a state issued handicapped hangtag, placard, or license plate **and** a Southeastern handicapped hangtag. Those who fail to obtain a Southeastern handicapped hangtag will be issued a parking citation. In accordance with state law, unauthorized parking in a handicapped space will result in a \$275 parking citation.

The University Police Department is not authorized to jump start or unlock any motor vehicle with any device, but may call an auto service company or locksmith to assist drivers with problems.