

ORGANIZATIONAL STRUCTURE AND SPONSOR RESPONSIBILITIES

All student organizations must be approved by the Student Body Vice President and are required to have a faculty sponsor. The name of the faculty sponsor and the names of the new officers must be submitted to the Student Body Vice President for final approval. Faculty sponsors for approved organizations have the following responsibilities:

1. Advising the group.
2. Approving projects and activities of the group.
3. Seeking approval from the Events Board for projects and activities that are not listed as accepted projects and activities on the university master calendar.
4. Approving expenditures by the group.

Someone other than a faculty member may serve as the sponsor of a group if the constitution for the group allows this provision. The name of the sponsor must be submitted to the Campus Activities Director and then be approved.

RESIDENCE LIFE & HOUSING PROCEDURES

CAMPUS HOUSING POLICIES

Single students in the traditional undergraduate program who are under 22 are required to live on campus. Upon check-in, each residential student is required to complete and sign a Housing Check-in/Check-out Agreement and a Residential Policies Acknowledgement form. By signing these agreements, the student agrees to abide by the terms set forth in these documents. Most of the terms, conditions, and responsibilities of these documents are discussed elsewhere in this handbook. Therefore, students should thoroughly read and understand the policies and procedures in the Student Handbook.

It is the policy of the university to provide on-campus housing for undergraduate students up through 23 years of age. The university is unable to provide housing for students age 24 or over, married students or students with children; however, exceptions for age are considered through an appeal process. The Housing Committee will review these requests and exemptions may be made based on housing availability and individual circumstances.

The following criteria are the only exemptions to the housing policy for single students. Residents may appeal to the Student Housing Department for exemption to the housing policy in cases where the resident believes there may be mitigating factors.

1. The student lives with immediate family members or close relatives that meet the age criteria (22 years of age and older).
2. The student is taking fewer than ten (10) academic hours derived from any delivery method (in-class, on-line, DR and/or the Evening/Weekend classes).
3. The student is student teaching (Education major) during his/her last semester while not taking more than 9 academic hours derived from any delivery method (in-class, online, DR, and/or Evening/Weekend classes).
4. The student is a Social Work major interning during his/her final year while not taking more than 9 academic hours per semester, derived from any delivery method (in-class, online, DR, and/or Evening/Weekend classes). Classes other than Field Seminar A/B and Social work Practicum I/II count toward these hours.

Students who meet the criteria of living with immediate family must submit a notarized Residing with Relative Verification form to the Student Housing office each year exemption from the campus housing policy is requested. This form is available in the Student Housing Office and on MySEU. ***Students who violate the campus housing policy will be billed full housing charges for the minimum campus housing plan.***

ROOM RESERVATION GUARANTEE

Reserved rooms are held until 5:00 p.m. on the first day campus residence halls open in the fall or spring semester. After 5:00 p.m., remaining beds are assigned on a first-come, first-served basis. The opening dates and times of campus residences are published in the current university catalog. To guarantee a room after 5:00 p.m. on the day campus residences open, a student must send an e-mail to studenthousing@seu.edu at least 72 hours prior to opening day. Southeastern can hold assignments only until 5:00 p.m. the day after the residence halls open—24 hours. The e-mail must contain the student's name, ID number, day of arrival, the campus residence assignment, and a phone number where he/she may be reached. Without an e-mail on file, a student may lose the reserved room and be assigned another room upon arrival.

It is assumed that when the university is notified to hold a room for a late arrival that the student will complete the check-in process. A hold-for-late-arrival cancellation fee of \$100 will be assessed if a student does not complete the check-in process.

HOUSING AND MEAL PLAN REFUNDS/UNIVERSITY WITHDRAWALS

After check-in is complete (signing for the room key upon initial semester check-in and in the spring semester returning residents upon returning from Christmas Break), residents who leave campus housing are unable to receive refunds for housing and meal plans other than withdrawal from the university (see university catalog for withdrawal refund policies). When a resident withdraws from the university, through the withdrawal process in the Registrar's Office, that resident has 24 hours to check-out of the residence hall. Since occasionally it may take longer than 24 hours for a resident to vacate the residence hall, provision can be made to allow more than 24 hours by contacting the Area Coordinator and the Student Housing Office. This should only be in cases where extenuating circumstances dictate. In these cases, the following will apply:

The university does not need the vacated bed for another student and can allow the longer period for check-out.

The resident pre-pays an \$18 nightly rental to the Business Office.

The Area Coordinator and the Student Housing Office does not see a problem with extending the length of check-out beyond 24 hours. In cases of extenuating circumstances, appeals of this refund policy can be made to the Director of Residence Life.

BEGINNING OF THE SEMESTER RELOCATION PROCESS

After the resident checks into their residence hall assignment, he/she may wish to relocate into another residence hall location. These relocation requests are arranged by the resident's current Area Coordinator (along with the Area Coordinator of the other residence hall, if the requested room is in another building).

The resident can initiate this relocation by communicating with their current Area Coordinator about their request. The Area Coordinator will begin the relocation process if a vacancy is available, or develop a waiting list if there is not a vacancy in the desired location.

Moving to the new assignment can begin no sooner than the first weekend after classes begins, with the relocation process open until the end of the first full week of classes. Relocations after that date, through the semester, can be made only in cases of extenuating circumstances, in