

# General Information

## Introduction

Louisiana State University at Alexandria is a publicly supported institution that provides undergraduate-level college education to the citizens of Central Louisiana. The university is a unit of the LSU System and operates under the auspices of the Louisiana Board of Regents.

## History

Louisiana State University at Alexandria is located approximately six miles south of the city of Alexandria in Rapides Parish in Central Louisiana. The campus is located on land that was originally part of Oakland Plantation and that was purchased by Louisiana State University in 1946. In 1955 the Dean Lee Agricultural Center was established on the property, and in 1959 the U.S. Congress released a portion of that property for general education purposes. In the same year, the Louisiana Legislature authorized the establishment of LSUA as a two-year commuter college under the governance of the LSU Board of Supervisors.

LSUA registered its first students in September 1960. The sophomore curriculum was added in 1961 and the first degree program, an Associate in Nursing, in 1964. In 1974, LSUA was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees. In 1986 the Associate of Arts and Associate of Science were added to the university's degree offerings. In December 2002, the Commission on Colleges approved a level change request for LSUA, thereby accrediting the university to award both associate and baccalaureate degrees. LSUA began offering four baccalaureate degrees in Fall 2003: the Bachelor of Science in Biology; the Bachelor of General Studies; the Bachelor of Science in Elementary Education; and the Bachelor of Liberal Studies. A Bachelor of Science in Psychology was approved in March 2005 and a Bachelor of Science in Mathematics in June 2006. In 2008, the university secured approval for several additional degrees: a Bachelor of Arts in History; a Bachelor of Arts in English; a Bachelor of Arts in Communications Studies; a Bachelor of Science in Criminal Justice; a Bachelor of Science in Business Administration; and a Bachelor of Science in Nursing. Within the next few years the university anticipates that it will be able to offer a full array of core baccalaureate degree programs. The university has also expanded its range of associate degrees

and now offers an Associate in Criminal Justice; an Associate of Science in Clinical Laboratory Science; an Associate of Science in the Care and Development of Young Children; and an Associate of Science in Radiologic Technology. The university also offers a Certificate in Pharmacy Technology. A complete list of LSUA's current academic programs is provided on page 12 of this catalog.

In the fall of 2007, *The Oaks*, the university's first student housing complex was opened. The complex, which consists of four apartment buildings and a community center, provides housing for 256 students. LSUA hired its first athletic director in January 2007 and began competing in NAIA men's baseball and women's fast-pitch softball in Spring 2008. A new on-campus baseball and softball complex is scheduled for completion by the beginning of the 2010 season. In August 2007, Chancellor Robert Cavanaugh retired after successfully leading the university for thirteen years. His successor, Dr. David P. Manuel, was appointed in March 2008.

## Vision Statement

Louisiana State University at Alexandria aspires to become "a university of choice recognized for academic excellence and a commitment to fostering student and community growth through teaching, research, and service."

## Mission Statement

Louisiana State University at Alexandria offers Central Louisiana access to affordable baccalaureate and associate degrees in a caring environment that challenges students to seek excellence in and bring excellence to their studies and their lives. LSUA is committed to a reciprocal relationship of enrichment with the diverse community it serves.



The LSUA logo as depicted on the back of the quadrangle fountain

## Strategic Goals

To fulfill its mission to the people of Central Louisiana, LSUA will endeavor to

1. develop facilities, services, activities, and academic programs conducive to the evolution of a baccalaureate culture;
2. recruit and retain high quality students that meet raised academic standards;
3. recruit and retain high quality faculty and staff;
4. enhance reciprocal relationships with the Central Louisiana community.

## Institutional Goals

To maintain and enhance the efficiency of its operations, LSUA will endeavor to

1. recruit and retain a diverse faculty, staff, and student population;
2. support community and economic development programs related to the university's mission;
3. develop systematic processes that encourage effective communication among students, faculty, administration, and staff;
4. enhance and expand the appropriate use of technology;
5. increase campus effectiveness, efficiency, and accountability;
6. strengthen the quality of instructional programs;
7. provide instruction with sufficient flexibility to meet substantial student needs;
8. develop cultural and intellectual programming for the campus and the community;
9. develop and encourage a culture of scholarship among students and faculty;
10. expand the university's support network of alumni, advocates, and financial supporters;
11. maintain, enhance, and expand physical facilities and grounds;
12. effectively market services, programs, and activities;
13. increase the array and flexibility of student activities and support services for both traditional and non-traditional students to a level commensurate with an expanded baccalaureate mission.

## Louisiana Board of Regents

The Louisiana Board of Regents, a state agency created by the 1974 Louisiana Constitution, plans, coordinates, and has budgetary responsibility for all public postsecondary education in the state. It is not directly involved, however, in overseeing the day-to-day operations of the various college campuses. The 1974 Constitution reserves that responsibility for the state's four higher education management boards: the LSU Board of Supervisors; the Southern University Board of Supervisors; the University of Louisiana System Board; and the Louisiana Community and Technical College Board.

## LSU System

LSUA is one of the nine institutions of the Louisiana State University System. The other institutions are Louisiana State University and Agricultural and Mechanical College; University of New Orleans; LSU Health Sciences Center in Shreveport; LSU Health Sciences Center in New Orleans; Hebert Law Center; LSU Agricultural Center; LSU in Shreveport; and LSU at Eunice. The By-Laws and Regulations of the Board of Supervisors specify that LSUA will "extend basic as well as unique programs to citizens" of Central Louisiana," a mission articulated by LSU President Troy Middleton when he spoke at LSUA's dedication on December 3, 1960. At that time, President Middleton said that LSUA must maintain the same academic standards and academic respectability that existed on the main campus. Almost 50 years later, LSUA continues to fulfill this mission by providing high-quality undergraduate-level education to the people of Central Louisiana.

## LSUA Organization and Administration

LSUA is led by a chancellor, assisted by two vice chancellors, one for academic and student affairs and the other for finance and administrative services; each of the two vice chancellors is served by an assistant vice chancellor. The academic structure of the university consists of two colleges, Arts and Sciences and Professional Studies, each with four departments. These units are more fully described later in this catalog.

## LSUA Foundation

In June 1992, the LSUA Foundation was established to build the university's endowment and, in so doing, to ensure the continued availability of undergraduate college-level education to the citizens of Central Louisiana. The foundation's first fund-raising effort

was the Educational Challenge Fund, an endeavor for which many of Central Louisiana's most influential civic leaders volunteered their time and resources. By 1999, the foundation had raised the funds necessary for the establishment of a child care center for the children of LSUA's students, faculty, and staff. In April 2006, it acquired the Alexandria Museum of Art, a facility that, under LSUA's management, has already enriched the cultural life of the city and increased the university's ability to offer instruction in the downtown Alexandria area. In Fall 2007, *The Oaks*, the university's first student housing complex and another project of the foundation, was opened. Perhaps most importantly, the foundation has played an important role in the development and establishment of 91 student scholarships, 20 endowed professorships, and one endowed chair. Needless to say, these gifts to the university's students and faculty are primarily the result of the generosity of the foundation's many donors. Charitable donations to the LSUA Foundation are tax

deductible to the extent allowed by law. For more information about supporting LSUA, call the foundation's executive director, at (318) 619-2914 or write to the LSUA Foundation at P.O. Box 100, Lecompte, LA 71346.

### **LSUA Alumni and Friends Association**

The LSUA Alumni and Friends Association (AFA) operates under the auspices of the LSUA Foundation and is open to anyone who is interested in the university and its activities. Membership is open to alumni, former students, and friends of LSUA. Each year, the AFA hosts a variety of social functions that provide opportunities for its members to stay connected to each other and to the university. Membership dues start at \$25 per year. For more information about the association, call (318) 619-2917.



LSUA Graduates From Fall 2008

## Academic Programs

The degrees offered by the university are listed below. Please consult the “Academic Programs” section of this catalog (pages 73-84) for general information about earning a degree from LSUA and the pages numbers listed below for information about the curricular requirements of individual programs of study.

### Baccalaureate Degrees

Bachelor of Arts in Communication Studies .....	86
Bachelor of Arts in English.....	88
Bachelor of Arts in History .....	94
Bachelor of General Studies .....	80
Bachelor of Liberal Studies   Theatre Major .....	90
Bachelor of Science in Biology .....	98
Bachelor of Science in Business Administration .....	115
Bachelor of Science in Criminal Justice .....	114
Bachelor of Science in Elementary Education .....	120
Bachelor of Science in Mathematics.....	101
Bachelor of Science in Nursing.....	131
Bachelor of Science in Psychology.....	95

### Associate Degrees

Associate of Arts.....	78
Associate in Criminal Justice .....	113
Associate in Nursing.....	128
Associate of Science .....	79
Associate of Science in the Care and Development of Young Children .....	118
Associate of Science in Clinical Laboratory Science.....	106
Associate of Science in Radiologic Technology.....	108

### Certification

Certificate in Pharmacy Technology .....	110
Alternative Certification in Elementary (1-5) Education .....	122
Alternative Certification in Secondary (6-12) Education .....	123
Alternative Certification in Health and Physical Education K-12 .....	124
Minor in Education Leading to Secondary Education (6-12) Certification.....	125

## Academic Support Units

The units described below provide vital support to the university's academic mission and to the academic departments charged with fulfilling that mission.

### Advising Center

The Advising Center, located in the Student Success Center, Room W211, helps students to make a successful transition to university life and to build a solid foundation for future success in college and beyond. For more information, call (318) 767-2604, e-mail [SSAC@lsua.edu](mailto:SSAC@lsua.edu), or visit the Advising Center website at <http://advising.lsua.edu>.

### Continuing Education

Continuing Education, located in the Weldon "Bo" Nipper Building, supports the university's commitment to lifelong learning by offering opportunities for personal and professional development to members of the wider community. These opportunities, described in more detail on pages 15-16 of this catalog, include Short Courses, Community Programs, Children's Academic Programs for Summer (CAPS), Conference, Business and Industry Training, Incumbent Worker Training, Seminars and Conferences, and Free Forums. Courses are offered on campus in the Weldon "Bo" Nipper Building, at the Alexandria Museum of Art in downtown Alexandria, and in other locations in the parishes served by LSUA. For more information call (318) 473-6495 or e-mail [learn@lsua.edu](mailto:learn@lsua.edu).

### Information and Education Technology Services

The Department of Information and Educational Technology (IET) Services provides technological support and training for the entire campus community. It maintains helpdesk services via phone during working hours and online 24/7. It also provides campus computers, wired and wireless network access, telephones, web page updates, and computer and software training. IET also supports the university's records and registration system and maintains a portal page where all students, faculty and staff can check e-mail, access course materials, register for courses online, and access other resources. The training schedule of IET classes can be found at <http://iet.lsua.edu/training> or by logging on to my.LSUA at <http://my.lsua.edu>. The classes are free to LSUA students, faculty, and staff.

## Library

The James C. Bolton Library is a two story building with comfortable seating areas for individual reading and group study. The library houses over 166,300 volumes and 19,000 microfilms. Physical holdings are supplemented by numerous subscription databases, online periodicals, and electronic books. Eighteen computer workstations with network printers are available in the reference area for student use.

The online catalog and other resources are available from the library's home page at <http://library.lsua.edu>. They can be accessed from any networked computer on campus or from off-campus via the internet.

The library is fully committed to supporting students and faculty in their quest for knowledge and to enhancing LSUA's efforts to design challenging and interesting courses. Library faculty collaborate with classroom faculty to ensure that all LSUA students have information literacy skills. Library instruction for individual courses or course assignments is available on request. Online tutorials are also available. Librarians are on duty whenever the library is open to help with individuals' research needs.

Any member of the LSUA community can request books or articles from other libraries through Interlibrary Loan. In addition, students and faculty who have obtained a LALINC Borrowers Card can borrow books from many of Louisiana's academic libraries, including nearby Louisiana College in Pineville. LALINC application forms are available at the library's circulation desk.

Other library services include circulation, course reserves, and a pay copier. In addition, several laptop computers that can connect wirelessly to the campus network are available for in-library use. Archives and Special Collections house original unpublished materials that document the history of Central Louisiana and the university.

### Multicultural and International Affairs

The cultural origins and backgrounds of LSUA's students are diverse. To highlight this diversity and to broaden awareness of different cultural and ethnic experiences, Multicultural and International Affairs coordinates special activities, programs, and events and works with administration and faculty to support travel abroad initiatives. In addition, the office works closely with counseling, advising, and

admissions to strengthen the university's commitment to serving its diverse constituents. Multicultural and International Affairs is located in the Student Success Center, Room W210. For more information, call the director at (318) 473-6473.

### **Student Services**

Student Services, located in the Student Success Center, Room W206, offers programs that support the university's commitment to academic excellence and that enrich each student's experience of college life. Through such programs, students receive counseling, career guidance, tutoring and other forms of supplementary instruction, and disability services. Students are also offered a variety of opportunities for participation in campus activities and organizations. For more information, consult the "Student Support" section of this catalog (pages 63-68).

### **Other Support Units**

The services provided by the units described below support the university's commitment to maintaining a safe, convenient, and friendly environment for LSUA students.

### **Bookstore**

The LSUA Bookstore, operated by Follett and located in the west wing of the Student Center, stocks a wide range of products including required new textbooks, a large inventory of used textbooks, clothing, gifts, school supplies, graduation supplies, novels, and book bags. The bookstore is open Monday through Thursday from 7:30 a.m. until 3:30 p.m. and on Friday from 7:30 a.m. until 2:00 p.m. Scheduled hours are provided at the beginning of each semester. Online purchases can be made at <http://www.lsua.bkstr.com/>. Bookstore staff can be reached at (318) 473-6420.

### **Children's Center**

The LSUA Children's Center is a Class A licensed, early care and education facility that accepts children between the ages of 12 months and five years. School-age children can be enrolled during elementary school holidays if space and staffing permit. Top priority is given to LSUA students who require full-time child care. Children of full-time faculty and staff make up approximately one-fourth of the facility's total enrollment.

Students, faculty, or staff members who wish to enroll their children at the center should request a registration packet. For more information, write to the Children's Center at 8100 Highway 71 South, Alexandria, LA 71302-9121; call (318) 473-6484; fax (318) 767-3977; or visit the center in person.

### **Food Services**

Located in the Student Center, LSUA's Food Services prepares hot breakfast and lunch items for the convenience of students, faculty, and staff. Meal plans that help the customer save money at the register are also available for purchase. In addition to providing daily meals, LSUA Food Services is also well-prepared to support a variety of catering events. For more information, call (318) 473-6430.

### **University Police**

University Police provides services that support the university's commitment to preserving a peaceful and safe environment for the entire campus community. These services include criminal investigations, accident investigations, emergency services, and crime prevention services. In addition, University Police has jurisdiction over all university facilities, premises, and property. This jurisdiction may be extended to off-campus locations when a request is made by other law enforcement agencies, when campus police officers are in close pursuit, or when the investigation of a crime that has occurred on campus takes officers to other sites. Each month University Police reports to the LSU Board of Supervisors the number and types of crimes committed on campus. This information is also published annually in a Campus Security Report. The report can be obtained from the Vice Chancellor for Finance and Administrative Services. Administrative responsibility for safety, security, and police service for the campus lies with the Vice Chancellor for Finance and Administrative Services.

Students, faculty, staff and visitors are urged to be aware of and alert to the possible existence of criminal activity on campus and to report all crimes or suspicious activity to the University Police. The University Police office is located in Chambers Hall 144. To speak to an officer call (318) 473-6427 or (318) 709-0545 (cell-phone number).

## Community Enrichment

As its mission statement indicates, LSUA is committed to enriching the life of the community that it serves. To this end, the university sponsors a wide range of events and programs for individual community members and for professional groups and organizations that operate in the region. Some of these events and programs are sponsored by Continuing Education and others by academic departments or other campus units. A list of popular offerings is provided below.

### Business and Industry Training

LSUA's Continuing Education office works with local business and industry to enhance individual performance and organizational productivity through customized training and workshops on business-related topics. These training programs can be conducted at the client site or on the LSUA campus and can be offered during the day, evening, or on weekends. Staff from the client business and LSUA program coordinators work together to develop customized course outlines to ensure that employee training needs are met.

### Cavanaugh Public Lecture Series

Sponsored by the Department of Arts, English, and Humanities, this lecture series offers community members the opportunity to hear knowledgeable and engaging speakers address a wide range of topics in the arts and humanities. Recent speakers have included published authors, members of the university's own faculty, and scholars from other colleges and universities. LSUA's Bolton Library and the Alexandria Museum of Art have provided attractive venues for the series' speakers.

### Children's Academic Program for Summer

Continuing Education's CAPS program offers approximately 150 school children (completing grades 1-5) an opportunity to study on the university campus for one week during the summer. Program instructors include university professors and expert individuals from the local community. The program includes courses in math, forensics, creative dramatics, computer technology, science, art, photography, and sport.

### Community Programs

Continuing Education's community programs provide members of the wider community with opportunities for personal and professional development. Among the many programs offered

are Leadership Central Louisiana and Teen Leadership College. Leadership Central Louisiana allows business leaders and volunteers to participate in education and community awareness programs that advance their leadership skills and expose them to community leaders, challenges and opportunities. Teen Leadership College, a joint project of LSUA and the City of Alexandria, is a leadership development and community awareness program for high school students. The program is designed to foster leadership among teens and develop their awareness of the contributions they can make to their communities.

### Free Forums

Continuing Education's Free Forums provide community members with opportunities to learn about and engage in discussion of a wide array of general interest topics. The forums are presented as a public service and at no charge to participants. Forum speakers can include faculty and staff members and members of the community.

### Incumbent Worker Training

LSUA's Continuing Education office is a Public Training Provider for the Louisiana Department of Labor's Incumbent Worker Training Program (IWTP). As a public training provider, LSUA helps eligible employers to apply for IWTP funding; assists them in the administration of the IWTP training grant; and coordinates the training provided by the grant.

### Meet the Artist

Established in 1968, the "Meet the Artist" series provides community members with opportunities to see the work of visual artists of exceptional talent. Several exhibits of the work of local and regional artists are held each year. Past exhibits have included displays of painting, photography, pottery, contemporary Louisiana art, botanical prints, folk art, and outsider art. Exhibits are generally mounted in the University Gallery, located in the west wing of the Student Center.

### Seminars/Conferences

LSUA's Continuing Education office sponsors and organizes a variety of seminars and conferences to help local professionals meet their continuing education requirements and advance their professional development.

### Short Courses

Continuing Education's non-credit short courses offer community members opportunities for personal growth and professional development. Offerings include computer classes, water aerobics classes, health programs, leisure classes, and business-related classes. All classes are conducted in a non-competitive environment. Grades are not assigned and examinations are not required.

### YouthLearn!

The YouthLearn! Summer program offers challenging and exciting educational opportunities for academically motivated students in grades 6-8. Instructors include university professors and community members recognized as experts in their fields. A one-week program, YouthLearn! offers instruction in subjects such as math, art, English, journalism, computer technology, science, criminal justice, and biology.

### Facilities

A brief description of each of the university's many facilities is provided below.

#### A.C. Buchanan III Allied Health Building

This facility, located at 807 Jackson Street in Alexandria, opened in 2008 through an agreement between LSUA and the Rapides Regional Medical Center. The building houses a student laboratory and an energized x-ray room, both of which are used to provide important training to students enrolled in Allied Health programs. It also houses three multipurpose classrooms, a computer laboratory, and office space for allied health faculty. In February 2009, the facility was renamed to honor the memory of A.C. Buchanan III, former Chief Executive Officer of Rapides Regional Medical Center and former LSUA Foundation board member.

#### Alexandria Museum of Art

Located at 933 Main Street, Alexandria, the museum provides a state-of-the-art facility for exhibiting the work of regional, national, and international artists. In addition, its classroom space has increased the university's ability to offer instruction in the downtown Alexandria area. The LSUA Foundation has used the museum's facilities to host events related to the fund-raising and development efforts of the university.

#### Business Education Center

The Business Education Center, located at the Central Louisiana Business Incubator in Alexandria, provides students enrolled in LSUA's Business Administration program with access to classes and opportunities to participate in entrepreneurial projects. For more information about the Education Center, contact Dr. Robert Bush, chair of the Department of Business Administration, at (318) 473-6415.

#### Morris N. Abrams Hall

Abrams Hall houses the Office of the Chancellor; the Office of Academic and Student Affairs; and the offices of Enrollment Management, Records, Finance and Administrative Services, and Procurement Services and Property Management.

#### Avoyelles Hall

This building houses classrooms, offices, the Golf Course Clubhouse, and *Niko's Italian Restaurant*.

#### James C. Bolton Library

This facility houses the university's growing book and periodical collection, several group study rooms, and open seating areas for visitors to the library. The building also provides space for the library's administrative offices; the Media Relations office; the offices of both Institutional Research and Effectiveness and Institutional Advancement; the Student Government office, and the Student Publications office.

#### Chambers Hall

Chambers Hall houses the offices of the Department of Business Administration and the Department of Behavioral and Social Sciences. Several faculty offices, classrooms, and the office of the University Police are also located in Chambers Hall.

#### Children's Center

The Children's Center provides childcare for the children of faculty, staff, and students. It contains classrooms, offices, a covered patio, and a kitchen. The grounds of the center provide an outdoor play area for the children.

#### Conference Center

This facility provides classrooms and conference rooms that are used for various campus activities. LSUE's on-campus office is also located in this building.

**Electronic Resource Center**

This facility houses the offices of the Department of Information and Educational Technology Services; a large general access computer lab; a smaller computer training lab; two electronic classrooms with video conferencing capability; and multi-media equipment used for the development of electronic course content.

**Edwin Epps House**

An early rustic plantation home, this structure was built in 1852 on the Epps Plantation in Eola, Louisiana, and later moved to Bunkie. The house was dismantled and reconstructed on Acorn Drive on the LSUA campus in 1999.

**F. Hugh Coughlin**

This building houses the offices of the Department of Allied Health, the Department of Arts, English, and Humanities, and the Department of Nursing. In addition, the facility provides classrooms and learning laboratories, faculty offices, conference rooms, a multipurpose auditorium, and a student lounge.

**Facilities Services**

This complex houses the administrative offices and work-storage areas used to operate and maintain the university's physical plant.

**Fine Arts Building**

This facility houses classroom space, fine arts instructional facilities, and a faculty office.

**Fitness Center**

This facility houses a gymnasium, a swimming pool, an indoor archery range, a weight room, a cardio room, and classroom space for physical education courses. The administrative and faculty offices of the Department of Education are also housed in this building.

**Golf Course and Clubhouse**

LSUA's beautiful nine-hole golf course is open to members of the campus community and to the wider public. Discounted rates are available to students, faculty, and staff. The course is open seven days a week from 7 a.m. to 7 p.m. Golf carts are available for rental. The golf course office is located in Avoyelles Hall. For information and current rates, call (318) 473-6507.

**Niko's Italian Restaurant**

Located inside the LSUA Golf Clubhouse, *Niko's* provides an on-campus location for students, faculty, and staff to eat and socialize. It has indoor seating for 48 and outdoor seating for 28 and is open seven days a week from 11:00 AM to 10:00 PM. The restaurant, which has a full kitchen, a TV area, and a small golf-pro shop, is also open to members of the public.

**Human Resource Management**

This office occupies a small house located on Middleton Drive. The house was originally built in the 1950's and renovated in 1992.

**Learning Center for Rapides Parish**

Located at England Air Park and operated by the Louisiana Board of Regents, the Learning Center provides opportunities for several colleges and universities to offer courses to students in the area. LSUA regularly offers general education courses at the center and occasionally offers more advanced courses as programmatic demands warrant. Students can register online for these and other LSUA courses.

**Oakland Hall**

This building provides several classrooms and faculty offices, a computer lab, and the administrative offices of the Department of Mathematics and Physical Sciences.

**Science Building**

Reopened in August 2007 after extensive renovations, this building is a well-equipped two-story facility that provides classrooms, conference rooms, faculty offices, and research laboratories; in addition, it contains 15 laboratories designed for applied learning in chemistry, physics, and biological sciences. The building's 300-seat auditorium allows large groups to participate in teleconferences, workshops, and distance education activities. The administrative office for the Department of Biological Sciences is also located in this building.

**Student Center**

The Student Center is a multipurpose facility that houses the Advising Center; the University Gallery; the Tutoring, Learning and Computer Lab (TLC); the Live Oaks Conference Room; the Middleton Room; the Barbara Brumfield Caffey Annex (a multipurpose room that can be used as a ballroom

or meeting room); the bookstore; the offices of Student Services and Auxiliary Services; the cafeteria and snack bar; and conference and banquet rooms.

### **The Oaks**

Opened in August of 2007, *The Oaks* is the first on-campus, apartment-style housing complex dedicated to students attending LSUA. It consists of a community center building and four apartment style, multi level buildings with a total of 256 beds. Eighty-eight apartments provide a variety of one, two, and four bedroom living units. A modern community center building provides the community office, computer lab, an entertainment area, and laundry room space as well as an outdoor pool/patio area.

### **Utility Plant**

This facility provides campus buildings with heat and air conditioning via underground lines.

### **Weldon “Bo” Nipper Building**

This building houses Continuing Education and several offices of the Department of Information and Educational Technology Services.

### **Smoking Policy**

Smoking is prohibited in all buildings, in the Oakland Hall breezeways (both floors), and at all building entrances, including the steps. Smoking is allowed on the porch of the Student Center, on the second floor patio area of Coughlin Hall, and on the patio at the rear of the Science Building. Smoking receptacles have been placed throughout campus in designated smoking areas for convenient disposal. University Police will card violators of this policy.

### **Emergency Response Procedures**

Campus emergencies, defined as unexpected, serious occurrences resulting in injury or illness, and requiring immediate attention, are handled by an Emergency Response Team. Appointed by the Chancellor and chaired by a designated “Emergency Response Person-in Charge,” the team includes members of the administration, faculty and staff. To ensure that experienced people are on the team at all times, members are appointed to rotating terms. The university’s general procedures for emergencies are presented here:

1. A room for campus medical emergencies is located in F. Hugh Coughlin Hall (Nursing Education Building). Access to this room is controlled by the members of the Emergency Response Team.
2. In the event of an emergency, the “Emergency Response Person In-Charge” or, in his/her absence, a member of the Emergency Response Team, should be called to the scene. To do so, call →Extension 5555, 6427, or “0”, or 473-6427← from an outside line. After 4:30 p.m. call University Police (Extension 6427 or 5555) or 473-6427. If you cannot reach them, dial 9 (for an off-campus line) and 911. The 911 operator will contact University Police on your behalf.
3. Following any emergency, a report should be immediately submitted to Mr. Chad Gauthier, the campus safety officer, who will then be responsible for contacting family members and completing the report for filing and future reference.

### **Lost and Found**

All items found on campus should be immediately turned in to Auxiliary Services, Student Center Room 201, or to University Police. An information form that provides a description of each found item and that identifies where and when it was found should also be submitted. The item and the form are kept on file until the item is either claimed or disposed of. All items turned in to Lost and Found are held for 180 days unless claimed by the owner. After the 180-day period, items are listed by description and either disposed of or donated to various charities in the area. When an item is claimed, the owner or claimant is required to sign for the property. Every attempt possible will be made to contact the owners of items turned in to Lost and Found. Students should ensure that their names are on all books and other personal property. Students should report lost items to Auxiliary Services.