



# UNIVERSITY PLACE



NSU RESIDENTIAL



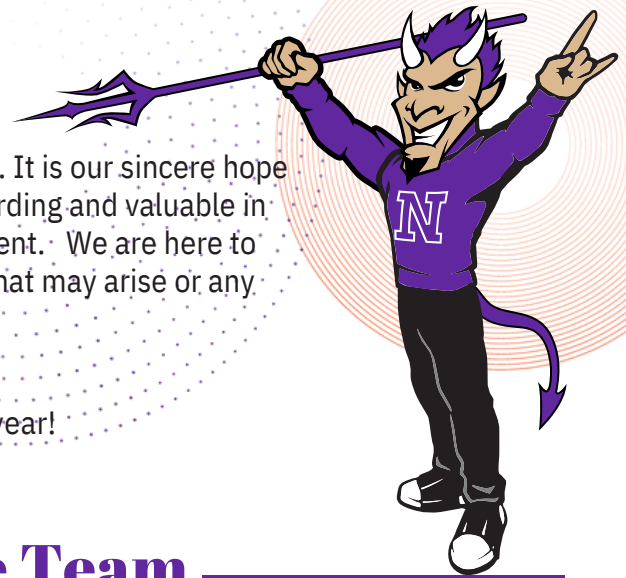
 | NORTHWESTERN STATE

# Welcome to University Place

On behalf of our entire staff, we wish to extend our welcome to you. It is our sincere hope that you will find your experiences in our residence halls both rewarding and valuable in terms of personal growth, lasting friendships, and future development. We are here to assist you, so please do not hesitate to contact us with any needs that may arise or any questions you may have.



Best wishes for a successful year!  
**Fork Em' Demons!**



## Meet the Res Life Team

### RESIDENT ASSISTANTS FOR UNIVERSITY PLACE

**Resident Assistants (RAs)** are role models, programmers, mentors and friends for a diverse group of students living in a residential community. Resident Assistants are students selected on the basis of leadership, experience, scholarship and the desire to help the resident realize their potential for self-development through group living.



**Catherine Hunter**



**Laci Cruz**

## INFORMATION YOU NEED TO KNOW

### University Place Office Hours

Monday - Thursday: 8:00 am to 8:00 pm  
Friday: 8:00 am to 5:00 pm  
Saturday: 10:00 am to 1:00 pm  
Sunday: 1:00 pm to 4:00 pm

UP Office .....	318-214-5400
UP1 RA On Call .....	318-471-0551
UP2 RA On Call .....	318-471-0179
University Police .....	318-357-5431
Registrar .....	318-357-6171
Financial Aid .....	318-357-5961
One Card Office .....	318-357-5131

**University Place**  
Northwestern State University  
NSU Box 4187  
Natchitoches, LA 71497  
318-214-5400  
[nsula.edu/campushousing/](http://nsula.edu/campushousing/)

@ResLifeNSU

@ResLifeNSU

@nsulareslife

University Place at  
Northwestern State University

Follow and Like Us  
on Social Media

# Helpful Information



## Wi-Fi

Network Name: **University Place**  
Password: **livelearnrow**

## Gaming Consoles:

Network Name: **Playstation Wifi**  
Password: **1Livelearnrow!**



## Mail

All mail that comes through the United States Post Office, UPS, or Fed-Ex will be delivered to the Campus Postal Office. Each student must go and register for a NSU Box in order to receive mail. No package delivery is allowed at University Place.



## Laundry

Laundry Rooms are located on each floor in the center of the building. It is \$1.50 to wash and \$1.50 to dry. Machines accept quarters, credit/debit cards (via the mobile application).



## Bicycles

All bicycles must be registered with University Police. Registration is free of charge. Bikes may be parked at racks across all properties.



## Visitation

Overnight guests are only allowed on Fridays and Saturdays. Guests within the unit after 12am (midnight) are considered overnight guests, and must be registered with our office. You may only register guests during office hours, 72 hours in advance, and your guest must be approved by all roommates. You are responsible for your guests' compliance with all Community Policies and Regulations that are in your lease.



## No Smoking

Please remember that Northwestern State University is a tobacco free campus and all tobacco items are prohibited, including vaping and e-cigarette devices.



## Trash

All trash must be taken to the dumpsters, located around the property! Do not place trash nearby your unit door, in stairwells, or in the halls.



## Pool

The pool is open daily from 10am - 8pm. Each resident is allowed 1 guest at the pool. All residents and their guest must have a Student ID. No lifeguard on duty. Community policies and guidelines must be followed.



## No Pets

No pets are allowed on property at any time. Only residents with a Service Animal or Support Animal approved by University Housing are allowed.



## Parking

Please observe all posted signs regarding parking. All residents will need to have a parking sticker issued by University Police.



## Lock Out

If you are locked out of your room during office hours of the weekday, please go to the clubhouse/lobby. After hours (Mon-Friday, 8pm-8am and All-Day Saturday and Sunday), call the RA On Call and have your ID readily available.



## No Alcohol

Consumption or possession of alcohol is prohibited in the residence halls.

# Solutions

## How to Submit a Work Order

Have a maintenance issue you need to report? Follow these steps:

1. Go to the following website: <https://clvusa.starrezhousing.com/StarRezPortalX/NSU2>
  2. Enter Email address and password
  3. Click on "maintenance request" - Then, new job. *Be as detailed as possible.*
- If for any reason the website is not working, please stop by the lobby (UP2)/clubhouse (UP1) to complete a Manual Work Order Form.
  - **If it is a maintenance emergency, call the office or the RA On Call ASAP. Tell them your name, room number, and what emergency has occurred.**

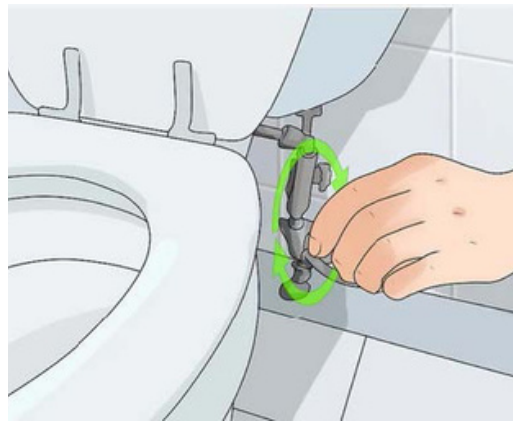


## Toilet Overflowing/Clogged?

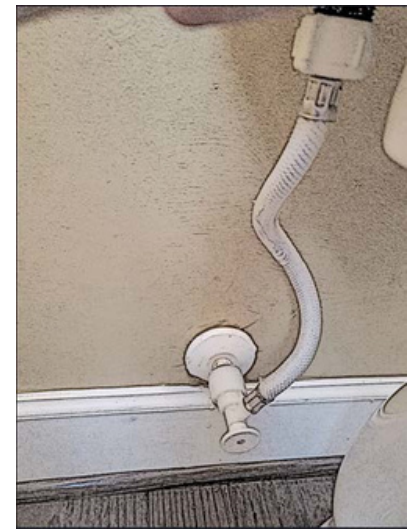
1. Turn the water off to the toilet by turning the knob clockwise until it is tightened (UP1) or by pulling the round handle out (UP2). Do not use too much force.
2. **Call the UP Clubhouse during office hours or the UP1 or UP2 RA if after hours ASAP. DO NOT LEAVE IT, REPORT IT!**



UP1



UP1



UP2