



Dear Students,

Welcome to the LAU Student Residence Hall. Whether you are a new or returning student, this handbook is designed to serve you as a comprehensive reference for living on-campus. Its goal is also to advise you of the policies and regulations that are required for communal living in LAU's student residence.

Your decision to live on campus comes with a responsibility to abide by the university's rules and, by signing your housing application, you have agreed to follow LAU's Residence Rules and Regulations. These policies are designed to ensure a pleasant, safe, secure, and fair standard of living in your residential community for everyone. This goal can only be met with your cooperation.

Please remember that all of the residential publications should be read carefully and retained by you for reference throughout the year. Should you have any questions please feel free to ask your Residence Hall staff, and do not hesitate to inform us how our programs, services, and facilities can best serve you.

We wish you all a happy and productive year.





# STAFF

The Residence Halls have a Hall Supervisor and a team of Assistants who are responsible for the efficient operation of the halls. In addition to coordinating halls functions, providing advice to residents, and assigning discipline action when necessary, they supervise Resident Assistants and Student Assistants, and perform administrative duties.

Resident Assistants (RAs) are student employees who are responsible for facilitating and enhancing the well-being of the residents.

### Key Residence Hall Staff Contacts

Makram Ouais, Ph.D.  
*Dean of Students*  
Ext. 2401

Mrs. Suzy Saba  
*Senior Residence Hall Manager*  
Ext. 2501

Mr. Ara Parseghian  
*'Dorm B' Day Shift Supervisor*  
Ext. 3701

Mr. Hisham Assaf  
*'Dorm B' Night Shift Supervisor*  
Ext. 2570

Ms. Amale Doumit,  
*'Dorm C' Supervisor*  
Ext. 3601



# USEFUL PHONE NUMBERS

### Residence Hall B

Office	2501
Lounge	2697
Helpdesk	3602
Reception Desk	2696
Security	2780
Study Room	3640

### Residence Hall C

Office	3701
Lounge	3700
Security	3702

### Key campus extensions

Admissions Office	2191
Business Office	2144
Cafeteria	2145
Campus Services	2266
Dean of Students Office	2117
Operator	2100

Financial Aid & Scholarships Office	2159
Gymnasium	2391
Library	2271
Registrar	2128
Health services	2040



## POLICIES 1 of 2

### Absence

Residents who plan to stay overnight outside of the residence must sign out at the security desk prior to leaving and sign back in when they return to the hall.

Residents are required to notify the hall supervisor of any outstay prior to leaving (unless it's a weekend or a holiday)

### Alcohol

Alcoholic beverages may not be stored or consumed on the premises of the Residence Hall at any time under any circumstance.

### Curfew Hours

The outer doors of the Residence Hall are open from

<b>Sunday to Thursday</b>	<b>Friday and Saturday</b>
6:30 a.m. - midnight (12 a.m)	6:30 a.m. - 2 a.m.

Any resident seeking to stay out past curfew hours must submit a "Permission of Outstay" form. This form must be signed by the parent or legal guardian in person and submitted to the residence hall supervisor.

If no such permission is granted, residents must abide by the stated curfew hours of the Residence Hall.

All residents who do not have "Complete Freedom of Outstay" permission must observe the following procedure:

- Residents with "Partial Freedom" permission must sign their name at the security desk prior to 12 a.m. (midnight), from Sunday-Thursday, except holidays.
- Residents with "No Outstay" permission must sign their name at the security desk EVERYDAY as follows:  
From Sunday to Thursday prior to 12 a.m. (midnight)  
On Friday and Saturday prior to 2 a.m.

### Guests

Overnight guests of the same gender are allowed to spend the night in the resident's room only after submitting a [Overnight Guest Request Form](#) available on the portal at least two working days in advance. Guests will be charged for their stay if it is more than two days. Residents and their overnight guests must be in their dorm by 12 midnight.

### Identification Card (ID)

Each resident will be given a dorm ID at the beginning of the academic year, or upon enrollment. Residents must carry their ID at all times and show it at the Security desk to enter their Residence Hall.

Visitors of the same gender ONLY are permitted inside a resident's room. Visitation hours in the rooms are from 8 a.m. until 10 p.m. and in the lounges from 8:00 a.m. till 12 midnight. Guests are permitted to enter after signing in at the security desk, and they must also sign out before departure.

Residents are responsible for the behaviour of their guests, and must bear all consequences for any violation of the hall's regulations by their guest.

### Noise

Excessive shouting, loud disturbances, or the playing of music, musical instruments, or televisions at a loud volume is prohibited in the residence hall. Annoyances should be discussed with the person(s) causing the disturbance and/or the Residence Hall staff. If after reasonable warning a student persists in creating excessive noise, administrative action may be taken.

### Pets

Pets or any other animals are not permitted in the Residence Hall at any time.

### Quiet Hours

All residents must observe Quiet Hours between 11 p.m. and 8 a.m. of the next day. At all times residents should be respectful of other residents by controlling their noise, and should be especially conscious of noise levels after quiet hours have begun. Residents with noise complaints are encouraged to contact the room with the noise violation requesting them to lower their noise. In case of non-cooperation, the resident with the complaint should contact a staff member to report the problem. During the final exam period, quiet hours must be observed 24/7.

### Room Furnishings

Residents will be charged for any missing or damaged furniture at the end of their occupancy period. Removal of furniture, equipment, or fixtures in common areas is forbidden, as they are intended for use by everyone. Putting nails or any other decoration on the walls of a room, including room doors, is prohibited.

### Smoking

Smoking is not allowed on the premises of the Residence Hall. Violations should be reported to the Residence Hall staff, and violators will be subjected to disciplinary action.





## PROCEDURES 1 of 2

### Conflicts

In addition to upholding the residence policies and regulations, co-operative living is essential among residents. This begins with roommates, as they have immediate impact on a resident's daily life. Should a resident find themselves in a conflict with their roommate or neighbour, it is recommended to first approach the individual to attempt an amicable compromise while bearing in mind that each resident has their own lifestyle and values. If a resident's attempt to resolve the conflict fails, they should contact their Residence Hall Supervisor for assistance.

### Keys

Keys are issued to residents during the check-in process. Residents should lock their door every time they leave the room. The university is not responsible for any loss or theft from a resident's room.

Residents should report lost keys to the Residence Hall office immediately. A fee will be assessed to change the lock and make new keys each time a key is lost. It is a violation of university policy to duplicate any university-issued key.

### Moving In Procedure

The Residence Hall opens two days before classes begin. Residents can check-in ONLY from 10:00 a.m. to 10:00 p.m. unless they get special permission from the Residence Hall office ahead of time to arrive earlier or later than the designated dates/times.

Residents should check-in in person and must complete a room inventory form upon receiving the keys

### Moving Out Procedure

It is important to follow proper move-out procedure:

- Make an appointment with the Residence Hall office for check out.

- Remove all personal belongings and return the room in its original condition (cleanliness and order).
- Accompany the Residence Hall staff during the room inspection. Any damage will be noted on the check-out form and charges will be deducted from the resident's account.
- Return the keys.

In case these procedures are not followed, extra charges will be applied to the resident's account.

At the end of the academic year, if a resident is returning to the Residence Hall as a resident for the upcoming academic year, they can store their belongings in the Residence Hall's storage area. All belongings being stored here should be packed and labelled with the student's name and contact information, after which they can be moved to the storage area.

If a resident is not returning to the Residence Hall as a resident for the upcoming academic year, they must vacate within 48 hours of their last final exam. The Residence Hall is not responsible for any belongings left in rooms or storage areas past a resident's move-out date. Items not removed on time will be removed and disposed of.

### Room Changes

Residents who wish to make a room change should contact the Residence Hall Supervisor. Residents changing rooms must follow standard check-in and check-out procedures. Room changes are subject to availability and cannot be guaranteed.

### Vehicles and Parking

Free parking permits can be obtained from the Protection Department at the beginning of the semester.

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## SERVICES 1 of 4

### Bulletin Boards and E-Boards

Residents are required to check regularly the residence halls boards to be kept informed of specific instructions and announcements.

### Cafeteria

The campus cafeteria offers a diverse menu, and has the following hours of operation:

#### Fall & Spring semesters\*

Monday to Friday

8 a.m. - 5 p.m.

#### Summer semester\*

Friday and Saturday

7:30 a.m. - 3 p.m.

*\*The cafeteria is closed during holidays.*

There is a variety of shops and restaurants located near the campus which cater to the needs of residents.

### Cleaning

The rooms are cleaned twice a week and daily housekeeping service is provided to all common areas (except Sundays and holidays).

Residents are expected to keep their assigned room, corridors, kitchens and common areas reasonably neat and clean at all times. Dishes should be washed immediately otherwise a resident will lose their kitchen privileges.

Regular spot-checking by the Residence Hall staff will be done to insure compliance to rules by residents.

### Computers and Internet

Free internet access is available in the residence halls (WiFi and cable), and communal computers are available to use free of charge in the lounges.

- To use the WiFi/wireless, residents must connect to LAU\_Students
- For both Wifi & Desktop computers access, residents must use their LAU email username and password (LAU email address without @lau.edu.lb).

Misuse of any of the computers and/or network resources may result in a termination of privileges to access to these resources.

Should students have any further questions they should contact the Residence Hall office.

### Illness and Injury

Any medical emergency must be directed immediately to any Residence Hall staff member.

### Kitchen

The common kitchens are equipped with stoves, ovens, refrigerators, microwave ovens and irons.

### Laundry Facilities

Laundry machines are available in the Residence Halls. Residents must provide their own laundry detergent and must fill the available log sheet before using any machine. Laundry facilities are for resident's use only and should not be used after 10 p.m. Mechanical problems with the machines should be reported to the Residence Hall office immediately.

### Lounge

The Residence Hall lounges open 24 hours-a-day for residents only. The lounges are a mixed gender common area and are to be used for recreation and relaxation. The lounge is equipped with TVs, pool table, play station, computers, which are for the use of the residents ONLY. Sleeping is not allowed in the lounge. Guests are allowed in the lounge from 8 a.m. until 12 midnight, as long as they are signed in and out at the security desk.

### Maintenance and Repairs

Residents should report any emergency maintenance problems (power cut-off, water flood...) or safety hazards immediately to the Residence Hall office by calling Ext. 2501. Other maintenance requests should be reported via the [Maintenance Request Form](#) available on the portal.

All maintenance and repairs must only be done through the University Operations and Maintenance Department. Attempting to fix a broken device or furniture is not permitted.

The Residence Hall will be closed for maintenance and rooms will be vacated during the yearly maintenance period which begins at the end of the Summer semester and continues until the beginning of the Fall semester of the upcoming academic year.







## SERVICES 3 of 4

### Rooms

Rooms are nicely furnished with a bed, a pillow and a bed cover, a desk and chair, cupboards, a cash box, a fridge, TV, internet connection and a telephone. All rooms are air-conditioned. Students may bring their own personal belongings such as computers, dishes and cutlery. All rooms have private bathroom. Dorm C apartments include 3 bedrooms nicely furnished, 2 bathrooms, a study room, a living/dining room and a kitchenette.

### Study Room

The study room is open 24 hours-a-day for residents only and comprises a learning area, a workroom and a computer room equipped with drawing tables, couches, desks, chairs, whiteboards, computers and printer. The study room is a mixed gender common area and is to be used for studying solo or in group. Silence is required in the study room.

### Telephone Service

Each room is provided with a telephone set with an individual four-digit room extension.

- To make an on-campus call, dial the four-digit LAU extension number.
- Callers can reach residents on their individual room extensions, by dialing +961 9 547254 (or any of the other university numbers) followed by the correct four-digit room extension number.

### Television Service

LED TV sets are available in the lounges of the Residence Halls, rooms, and apartments. All TV sets are connected to the university cable television system.

### Vending Machines

Vending machines for snacks, soft drinks and water are available in Dorm B.

**Rooms Telephone Extensions (Dorm B):**

Room	401	402	403	404	405	406
Extension	3641	3642	3643	3644	3645	3646
	407	408	410	411	412	
	3647	3648	6349	3650	3651	

Room	509	510	511	512	513	514	515	516
Extension	3652	3653	3654	3655	3656	3657	3658	3659

Room	601	602	603	604	605	606	607	608	609
Extension	2601	2602	2603	2604	2605	2606	2607	2608	2609
	610	611	612	613	614	615	616	617	618
	2610	2611	2612	2613	2614	2615	2616	2617	2618
	619	620	621	622	623	624	625	626	627
	2619	2620	2621	2622	2623	2624	2625	2626	2627

Room	701	702	703	704	705	706	707	708	709
Extension	2628	2629	2630	2631	2632	2633	2634	2635	2636
	710	711	712	713	714	715	716	717	718
	2637	2638	2639	2640	2641	2642	2643	2644	2645
	719	720	721	722	723	724	725	726	727
	2646	2647	2648	2649	2650	2651	2652	2653	2654

Room	801b	801d	803	804b	804d	805b	805d	806	807	808b
Extension	2655	2656	2658	2659	2660	2661	2662	2663	2664	2665
	808d	809b	809d	810	812b	812d	813b	813d	814b	814d
	2666	2667	2698	2668	2669	2670	2671	2672	2673	2674

Room	901b	901d	902b	902d	903b	903d	904b	904d	905b
Extension	2676	2675	2677	2678	2679	2680	2681	2682	2683
	905d	906b	906d	907b	907d	908b	908d		
	2684	2685	2686	2687	2688	2689	2690		

**Rooms Telephone Extensions (Dorm C):**

Room	212	213	214	221	222	223	232	233	234
Extension	3703	3704	3705	3706	3707	3708	3709	3710	3711
	241	242	243	243	312	313	314	321	
	3712	3712	3713	3714	3715	3716	3717	3718	
	322	323	332	333	334	341	342	343	
	3719	3729	3721	3722	3723	3724	3725	3726	





## SECURITY

### **CCTVs**

All the common areas, which include Residence Halls hallways, lounges, common rooms, elevators and parkings are under CCTV surveillance.

### **Fire Extinguishers**

Fire extinguishers are installed on each floor of the Residence Halls. If an extinguisher is maliciously discharged by a resident, a fee for refilling the extinguisher and for any required clean-up will be assessed and charged to the resident. Any required disciplinary action will be taken.

### **Room Entry and Inspection**

Authorized university personnel may enter the residents' rooms only upon the resident request to perform maintenance, housekeeping or IT functions.

University personnel will not enter a resident's room without the resident's consent unless there is reason to believe that a situation exists which may jeopardize the health, safety and welfare of the Residence Hall or that may cause damage to a room or its furnishings.

Residence Hall staff may randomly do spot checks of residents' rooms to make sure that residents are complying with the rules of the Residence Hall.

### **Safety Training**

All new students **MUST** attend the safety training held at the beginning of each semester.

### **Security**

The security staff is available 24-hours-a-day, 7-days-a-week including holidays and semester breaks, in order to provide a secure environment in the halls. Residents are required to keep their doors locked, secure their valuables under lock, keep the exit doors secured, and escort their guests at all times. Residents must report any unusual circumstances to the Residence Hall staff immediately.



## FAQs 1 of 3

### What is the university's housing policy?

All LAU full time students are entitled to on-campus housing subject to availability. As space is limited, students who wish to live on campus must submit an application for housing. See [Applying for housing](#) for more information about the application process and [Housing fees](#) for the cost of housing.

### How are rooms assigned?

The residence halls administration is responsible for all room assignments. To the extent that it is possible, students' preferences for roommate and room type are taken into consideration.

Available spaces are allocated to students based on following:

- Priority 1: Returning students**

They have priority in room assignments

- Priority 2: Transfer students**

After the returning students, transfer students are assigned.

- Priority 3: First-year students**

Eligibility for housing is determined on a first-come, first served basis.

### Can I choose my roommate?

Yes, usually. If you and a friend wish to room together, you should both indicate this on your housing application. The residence halls administration will try to accommodate your preference. If you don't have a roommate in mind, let the residence halls administration know about your interests and lifestyle so that they can select a suitable roommate.

### Are the residence halls coed?

No! Male and female residents are separated by wing or floor. Male and female students can meet in the lounge.

### When do the residence halls open and close for the semester?

The residence halls open two days before classes begin and close two days after finals.

### What meal plan options are available?

There are no meal plans available in the halls. However, there is one main cafeteria on each campus that caters to different tastes through a diverse menu. You can also order delivery from the surrounding restaurants and snacks.

## What is the difference between Standard and High Standard Rooms, Small and Large Apartments in Dorm B?

- **Standard Room:** A fully furnished (28 m<sup>2</sup>) bedroom maximum for two, with its own bathroom and balcony, housing 1 or 2 students sharing the floor kitchen (Common Room). It also contains a LED TV and a refrigerator.
- **High Standard Room:** A fully furnished (35 m<sup>2</sup>) bedroom maximum for two, with its own bathroom, housing 1 or 2 students sharing the floor kitchen (Common Room). It also contains an LED and a refrigerator.
- **Small Apartment:** A two-bedroom apartment (84m<sup>2</sup>) housing 2 to 4 students. Each apartment consists of two Standard rooms, with a shared living room and a fully equipped kitchenette.
- **Large Apartment:** A two-bedroom apartment (120m<sup>2</sup>) housing 2 to 4 students. Each apartment consists of two Standard rooms, sharing a large living/dining room and a fully equipped kitchenette. It also contains a washer/dryer.

### DO bring:

- Cleaning Supplies (mop, broom...)
- Detergents (laundry and dishwashing)
- Hangers
- Hairdryer
- Kitchenware (plate, mug, pan, pot, utensils...)
- Laptop
- Shaver
- Tissues
- Towels
- Toiletries: soap, toilet paper, shampoo...



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### What are the curfew hours?

The outer doors of the residence halls are open from 6:30 a.m. until 12:00 a.m. (midnight) daily, except for Friday and Saturday nights when the closing time is 2 a.m. If you wish to be exempted from the curfew, you are required to submit a permission of outstay form. This form must be signed by the parent or legal guardian in person and submitted to the residence hall supervisor.

### How is security managed in the residence halls?

All the entrances of the residence halls are controlled 24 hours a day by security guards, and the common areas (hallways, lounges, common rooms, elevators, parking) are monitored by closed-circuit television (CCTV). A resident assistant is always on call in the hall, and a night attendant is available in the evenings.

To avoid theft of your personal belongings, you should never leave the door of your room open or unlocked, even if you're only stepping out briefly and always keep your valuables in a locked and secure place.

### DO NOT bring:

- Arguileh
- Bed linen
- Candles, incense
- Flammables
- Gas stove
- Halogen lamp
- Heater
- Iron
- Pillow

### **What can be done if I don't like my room assignment?**

You should know that while every effort will be made to reassign you to another space, we cannot guarantee re-assignment.

### **If roommates have differences, can room assignments be changed?**

If you have difficulties with your roommate, you should first discuss the problem with him/her and attempt to reach an amicable compromise, keeping in mind that everyone has his/her own lifestyle and values. If the attempt to resolve the problem fails, ask the residence hall supervisor for assistance. If, ultimately, you find that you and your roommate are not compatible, efforts will be made to re-assign rooms.

### **How often are rooms cleaned?**

The housekeeping ladies will clean your room twice a week and the public areas on a daily basis (except Sundays and holidays). Nevertheless, you are expected to keep your room, corridors, kitchens, and common areas reasonably neat and clean at all times.

### **Where can I do my laundry?**

Washers and dryers are available in all residence halls; you must provide your own cleaning supplies and must fill the available log sheet before using washer and/or dryer.

### **Am I allowed to bring guests to stay overnight?**

As a policy, all guests must leave the dorm premises by 12 a.m. If you wish to receive an overnight guest, you must submit a [Overnight Guest Request Form](#) available on the portal at least 1 working day in advance. Guests will be charged for their stay if it is more than two days. Residents and their overnight guests must be in their dorm by 12 midnight.

### **Am I allowed to keep my stuff over the summer?**

You can store maximum 2 items in the residence hall storage area. All items placed in storage must be well packed and labeled.

### **Can I make phone calls from my room?**

No, only internal calls can be made.

