Room keys will not be issued until a signed Handbook Agreement has been received by the student affairs office.

Students are required to carry their room keys with them at all times and to keep their residence hall rooms locked with the dead bolt.

Students must report lost room keys immediately. The school will change the lock and issue new keys any time a key is lost. A $30.00 fee is charged for this service.

Students who fail to turn in a school-issued room key at the end of the year will be charged $30.00 from the room security deposit to defray the cost of changing the lock. LSMSA will not accept keys beyond the check-out date.

Keys to individual mailboxes, found on the second floor of the Center for Performance and Technology, are issued during the first week of school. The cost to replace a lost key is $5.00

It is illegal and prohibited by school policy to duplicate Louisiana School keys.