Each student will have an individual sign-out card located in the residence hall office. When leaving the residence hall, students are required to sign-out at their residence hall office and receive staff approval, except when they will only be on the LSMSA campus prior to afternoon check-in ("speed bump"). Prior to 7:00 p.m. on school days, students are required to sign out only if they are leaving the LSMSA campus.

The LSMSA campus includes Caddo Hall, Prudhomme Hall, the High School Building (HSB), the Center for Performance and Technology (CPT), the Music and Art Building (MAB), the Gym/Student Activity Center (SAC), Eagle Field, and the HSB courtyard and the CPT courtyard

Students may visit the NSU library during the school day, but must sign-out at the residence hall, student services office, or director's office. (Library sign-out is available from the student services office or the director's office Monday – Friday from 8:15 a.m. to 4:00 p.m. only. At other times, students must sign-out from the residence hall.) Students wishing to go to other approved destinations on the NSU campus (i.e., the natatorium, the WRAC, the tennis courts, etc.) must sign- out from the residence hall.

Monday—Friday, 8:00 a.m. - 4:00 p.m., students are allowed to sign-out/sign-in at the student services office to go to locations approved by the administration. A list of approved sites is posted in the residence hall and in the student services office.

Each student must check-in ("speed bump") at the front desk of his/her residence hall between 2:00 p.m. and 7:00 p.m. daily. Exceptions will be made only if a student is signed-out with a staff member or parent/guardian throughout that time period.

After completing the afternoon check-in ("speed bump"), students who leave the residence hall must sign-out for any destination(s), including those on the LSMSA campus, unless attending a class or regularly scheduled work service, attending a required assembly, or eating a meal in the cafeteria.

When signing-out to off campus locations other than the University Parkway businesses after 5:30 p.m. (7:30 p.m. DST) any day, students are required to sign-out in groups of three or more. Companions must be present at the time of signing-out. When on campus, students are strongly advised to have companions. Additional companions are required for certain areas of campus. (see "Maps")

Students wanting to ride in an automobile must have the appropriate riding permission and must complete the sign-out process. Phone permission will ordinarily be accepted in the student services office or at the front desk of the residence halls.

See the Code of Conduct for more important information on sign-out.