Banking Services and Money

Students do not need a large amount of spending money while at LSMSA. Parents may want to set up a checking or ATM account for when their students do need additional cash. Many banks are within a reasonable walking distance from the LSMSA campus and an ATM machine is located at the NSU Student Union. LSMSA is not responsible for money left in student rooms or personal vehicles.

Faxes

Students may use the fax machine in the student services office upon receiving permission from the administrative assistant. Incoming faxes can be sent to the student services office (318/357-3273) Monday—Friday, 8:00 a.m. – 4:00 p.m. Fax machines are also available in each residence hall for use after business hours and on weekends. Faxes can be sent to the residence halls only at night and on weekends. Please call the respective office to verify that your fax was received.

If a student sends or receives a fax unrelated to permission or medical care in the student services office, he/she must pay for the fax service in the student services office within one week. Cost per page is $1.00.

Internet Service

Internet service is available in campus computer labs. Secured wireless internet is available in student rooms and in certain areas of the LSMSA campus between 6:00 a.m. and midnight weekdays, and on weekends. Students' personal computers must have Wireless G cards for access. If students utilize the internet for large downloads, it may be necessary to restrict the availability of wireless internet during the school day in order to provide bandwidth for the school's operations. Student use of internet access at LSMSA is a privilege granted only for authorized purposes. See Section on Computer Lab. Questions or concerns regarding internet service should be reported to computing@lsmsa.edu.

Lost and Found

Lost and Found areas are located in each residence hall and the student services office. Any articles "found" on campus should be turned in at the student services office. Students are advised to label their clothing, towels, linens, and other personal items.

Mail

All student mail is collected and sorted at LSMSA (student services office) by approximately 1:00 p.m. Monday—Friday. Student mail is sorted and distributed by work service students. USPS packages are received by and distributed from the student services office. UPS, Federal Express, and DHL packages are received by and distributed from the Business Office. Only designated work service students are permitted in the student services office in order to sort and distribute the mail.

Cash should not be sent through the mail. LSMSA will not be responsible for money lost in the mail.

Students will be assigned a mailbox number and will keep the same mailbox throughout their enrollment at LSMSA. Students will be issued mailbox keys during check-in each fall semester. Mailbox keys may not be duplicated, loaned, borrowed, or transferred to any other person at any time. Lost keys should be reported to the Student Services Office. The cost for key

replacement is $5.00.

Mail should be addressed as follows: Student Name
C/O LSMSA
Box # ____
715 University Parkway
Natchitoches, LA 71457

Outgoing mail will be picked up from the student services office on Mondays – Fridays. Students may also take their mail to the NSU post office.

Note: Parents/Guardians must immediately notify the Registrar's Office of any change in home address, email address, home phone number, and/or work phone number. The school is to be notified if duplicate mailings are required of all information sent out from the school. Please supply secondary addresses to the Registrar's Office.

PHOTOCOPIES

Copy machines are available for student use in NSU's Watson Library. Students must purchase a copy card in order to use these machines.

TELEPHONES

Phones are available in each residence hall and on the LSMSA campus. The phones are equipped to make local calls (free) and collect calls or to use a calling card. They are not payphones.

Students may not use phones in the residence halls after lights out or during the time reserved for nightly announcements and room-check. This period begins at 10:00 p.m. (midnight on weekends) and ends when a student has been room-checked by his/her SLA. Parents/guardians needing to contact their sons/daughters during this time should call the respective student life advisor or the front desk of the residence hall. Phone messages for students can be left during the day at the residence hall office or the student services office.

TRANSPORTATION

The school provides transportation for certain extracurricular activities, doctor's appointments, and going to and from the bus station. (Students arriving on buses must arrive by curfew and inform their student life advisor ahead of time if they are to be met at the bus station.) Ordinarily, the Residential Life Staff will not use their private automobiles in providing transportation for students.

Carpooling is an excellent way to help students/parents/guardians relieve some of the driving burden during extended weekends and holiday breaks. We encourage those interested to attend area picnics hosted by the Parents Association during the summer and make arrangements with other parents from their regions of the state.

The Economics Club sponsors a chartered bus for most extended weekends and holiday breaks. Schedule, itinerary, and pricing information are provided at the beginning of each school year. Seating is limited, so students should purchase tickets as soon as they go on sale. If there is insufficient demand to cover the expense of this service, it may be cancelled. If this is

necessitated, the decision to cancel is generally made at least one week prior to the travel date.

The student and his/her parent/guardian are responsible for transportation to and from colleges and universities for visits. This includes transportation to airports from LSMSA campus.

VENDING

Vending machines are available for student use in each residence hall and in the Student Activity Center. Students may also purchase snacks from The Eagle's Nest, a campus store in the Center for Performance and Technology. Hours vary by semester.