Signing-in and out is one of the most important responsibilities students have at LSMSA. In order to ensure student safety, the school requires that all students sign-out and receive approval before leaving the residence halls and/or campus. Students must sign-out except when traveling to destinations on the LSMSA campus prior to afternoon check-in ("speed bump") on weekdays and when traveling to and from regularly scheduled classes and work service, meals, and required assemblies.

Sign-in and Sign-out Process:
Students are required to follow these procedures in completing the sign-in and sign-out process:

- Before leaving the residence hall, students must submit sign-out cards to the staff member on duty and wait until their card is approved.
- When signing-out, students must list their intended destinations. Students must follow the most direct path within their approved routes to that destination and will not stop at other locations while en route.
- Students may go only to destinations to which they have signed-out. If circumstances warrant a change to a student's sign-out card, the student must call the residence hall office immediately to request the change.
- Students must return to the building and sign-in by the time specified on their sign-out card. Students must sign-in immediately upon their return to the building. Students who have signed-out to go home must return to the residence hall and sign-in immediately on their return to Natchitoches.

Students also may sign-out at the student Services office to certain locations Monday through Friday from 2:00 to 4:00 p.m. However, permission to ride with anyone other than school staff or parents/guardians must be obtained from the residence hall office.

Companions:
Students must be accompanied by at least two other students when traveling to most off-campus locations after 5:30 p.m. (7:30 p.m. DST.) Currently, students may sign-out without a companion to visit University Parkway destinations.

Students do not need two additional companions to sign-out for LSMSA buildings, the NSU Student Union, the NSU Wellness Recreation, and Activity Center (WRAC), the fountain, or Chaplin's Lake, or for scheduled events at the fine arts buildings or athletic arenas. Students must have one additional companion to sign-out for other areas of the campus. If in doubt, students should ask the staff member on duty.

Students strongly are encouraged to travel in groups at all times and to all locations.

Destinations
Students may travel only in designated areas on campus and within the Natchitoches area. Refer to the maps in the appendix which indicate the approved areas.

When walking in Natchitoches, students must stay on designated streets (i.e., Front Street, Second Street, Church Street, University Parkway, Keyser Avenue, and South Drive.) and avoid walking in residential areas or cross streets which may be poorly lit or less populated.

Certain locations in Natchitoches, while within students' walking boundaries, are off-limits for students. Students are prohibited from entering any establishment whose primary business is (1) the sale of alcohol or tobacco products, (2) tattooing or body piercing, or (3) adult-oriented entertainment. Students may not visit the American Cemetery without receiving special permission.

Students are prohibited from visiting NSU residence halls, apartments, and fraternity and sorority houses. NSU academic buildings may be entered only for a scheduled class or public event, such as a concert or play.

Signing-out for Driving or Riding:
Students may drive or ride in automobiles only with the expressed permission of staff, and only if the necessary permission forms have been submitted and verified. ***Unauthorized driving or riding may result in disciplinary action up to and including EXPULSION from the school.***

Signing-out for Overnight Visits and Trips:
Students wanting to sign-out for overnight trips to their destinations other than their own homes must submit completed Overnight Trip Request Forms to their SLAs a minimum of 48 hours before the proposed trip. Students signing-out for home or to other destinations for overnight trips must go directly to their approved destinations upon signing-out from the residence hall. Students who have signed-out for home or to other destinations for overnight trips must return to their residence hall and sign-in immediately upon their return to campus.

Afternoon Check-in ("speed bump"):
Students must check-in at the front desk of their residence halls between 2:00 p.m. and 7:00 p.m. daily. Exceptions will be made only if students are signed out with staff members or parents/guardians throughout that time period.

- ***Violations of sign-out policies generally are considered MINOR INFRACTIONS but may rise to the level of MAJOR INFRACTION if, in the professional opinion of the Director of Student Services, the violation warrants it.***
- ***Visiting a prohibited location generally is considered a MAJOR INFRACTION.***
- ***Riding or driving in automobiles without permission generally is considered a MAJOR INFRACTION.***
- ***Visiting a destination other than those for which a student has signed-out generally is considered a MAJOR INFRACTION but may rise to the level of an INFRACTION RESULTING IN EXPULSION if, in the professional opinion of the Director of Student Services, the infraction poses a serious risk of injury or harm to the student(s).***
- ***Visiting an off-limits area on or off campus generally is considered a MAJOR INFRACTION.***
- ***Unauthorized leaving of the Natchitoches city limits is considered an INFRACTION RESULTING IN EXPULSION.***