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## Housing and Residential Procedures

Saint Mary's College of California

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### **Housing & Residential Procedures**

Resident students and their guests are responsible for complying with the following procedures, the Code, the Residence Hall and Dining Service License and other College policies. These procedures are designed to be formative and educational.

#### **Damage/Loss to Personal Property**

The College does not assume liability directly or indirectly for loss of or damage to personal property by fire, theft, water, or any other cause. Students and Residents are strongly encouraged to purchase personal property/renter's insurance to cover loss or damage to personal property or facilities.

#### **Checking in to Your Room**

The first day of occupancy is determined by the Campus Housing Office on an annual basis in accordance with the academic calendar. When you are checked into your room (normally by your RA), you are issued your key(s) and are required to complete a Room Condition Report (assuming responsibility for maintaining the physical condition of the room and its furnishings). Students are financially responsible for damage and/or poor conditions not documented on the Room Condition Report and for the loss of keys.

#### **Checking Out of Your Room**

You must check out of your room with the RA and you must turn in the key(s) that were assigned to you at check in. Any and all room damages noted on the Room Condition Report, found through a room inspection, and/or damages/cleaning charges in common areas, will be assessed to all of the residents of the room if individual responsibility cannot be determined. Students are responsible

for removing all personal belongings, garbage, and any item not assigned to the room by the College, otherwise, a fine(s) will be added to your Student Account. Students are responsible for following all policies of the on-campus Commercial Mail Receiving Agency to avoid charges or fees.

### **Gender Inclusive Housing**

Campus Housing offers gender inclusive housing options for students. It is the intention of Campus Housing to make room assignments on how you, the student, prefer to identify. Please contact the Housing Operations Manager (925-631-4897), to discuss your housing assignment preferences. For additional support and resources, please contact the Assistant Director of the Intercultural Center (925-631-8358). Please refer to the Saint Mary's College Nondiscrimination Disclosure found in the College's *Undergraduate Student Handbook*.

### **Housing over Breaks and Holidays**

The residence halls are closed over the Christmas Recess. Students must obtain prior permission from the Campus Housing Office to remain on-campus during Christmas Recess. For those permitted to stay during the Christmas Recess, there is an additional charge. There is no food service during Thanksgiving Recess, Christmas Recess, January Term Recess, and Easter Recess. The last day of occupancy for all students (except graduating seniors and those undergraduates receiving authorization from the Campus Housing Office) is twenty-four (24) hours following the student's last final examination or 11:00AM on Friday of finals week, whichever comes first. For graduating seniors and students who have been authorized to extend their on-campus residency beyond the end of spring semester exams, the last day of occupancy is the day following Undergraduate Commencement at 12:00 p.m. (noon).

### **Housing Assignment**

*Incoming First Year Students:* All incoming first year students accepted for the fall, January or spring term are required to live on campus.

#### *Exemption Policy/Process for On Campus Residency Requirement*

There may be specific circumstances that would prevent a student from living in on-campus housing. Exemption from the residence requirement will only be considered for the following circumstances:

1. In a case of a student who is married or in domestic partnership and/or is parent to dependent child(ren), as supported by documentation.
2. In a case of older students such as returning military or previously married or in domestic partnership where, by virtue of age and experience, are incompatible with the educational objectives and values sought to be provided in the residences.
3. In a case where it appears that a full-time undergraduate student will otherwise suffer significant physical hardship, as supported by documentation from a non-familial physician or treating professional (e.g. must live with an attendant or requires equipment that cannot be accommodated in a residence hall room).

All exemption requests must be received prior to July 1<sup>st</sup> for the academic year and January 1<sup>st</sup> for students entering at the beginning of the January or spring term. Students failing to submit an exemption request from prior to the deadline will be assessed mandatory housing/dining fees. An application for exemption from the on-campus housing requirement does not guarantee nor imply that an exemption will be granted. Students should assume that their request has not been granted until they receive written notification of approval and should not make other living arrangements, enter into a rental or lease agreement with a third party realtor or lease until such notification.

Upon receipt of the student's request for an exemption and all supporting documentation, the request will be reviewed by the appropriate campus committee and their decision will be communicated to the student within ten (10) business days of the July 1<sup>st</sup> /January 1<sup>st</sup> deadline. A delay in response from the committee past 10 business days does not constitute automatic approval of your request.

Questions may be directed to the Dean of Students, at 925-631-4238.

*On-Campus First Year Students continuing as Sophomores:* First Year students who receive on-campus housing, remain in housing during their entire first year, and remain eligible for housing and meet all necessary deadlines, are eligible for on-campus housing for their sophomore year through the room selection process. Room assignments are determined by space availability, the order of placement in the room selection process, and the approval of the Campus Housing Office.

*Sophomores and Juniors continuing, respectively, as Juniors and Seniors:* Toward the beginning of the Spring semester, current sophomores and juniors who are continuing into their junior and senior years are eligible to participate in the room selection process. Students are offered on-campus housing as determined by space availability, the order of their placement in the room selection process, and the approval of the Campus Housing Office.

*Transfer Students:* Incoming transfer students are guaranteed housing provided they meet the July 1<sup>st</sup> deadline for payment of the housing deposit and submission of their Residence Hall and Dining Services License. After that date, they can request to be placed on a pending list to receive housing as space becomes available. Room assignments are determined by space availability and the approval of the Campus Housing Office.

### ***Eligibility for Room Selection***

Any student on Probation or higher, during the academic year, or part thereof, will have his/her discipline file reviewed by the Community Life for consideration to participate in the room selection process. Students who lose room selection eligibility may be placed at the end of the pending list of eligible students per written request submitted to the Campus Housing Office. Administrative room selection ineligibility is not subject to appeal.

### **Keys**

Residence hall room keys are issued to students upon check-in. All residence hall keys are the property of the College and are not transferable. Students are responsible for locking rooms and taking keys with them to re-enter. The Campus Housing Office will replace lost, stolen, or otherwise missing keys at a cost to the student of \$50.00 per key. Students locked out of their room on weekdays between 8:30 a.m. - 4:30 p.m., can go to the Campus Housing Office (Ferroggiaro Hall #200) for assistance. Students locked out on weekdays between 4:30 p.m. - 8:30 p.m. or during the day on weekends and holidays, can contact Public Safety (925-631-4282) for assistance. Students locked out between 8:30 p.m. - 7:30 a.m. must contact the RA on duty for assistance. Students locked out from 7:30 a.m. to 8:30 a.m. can contact Public Safety (925-631-4282). Abuse of the lock-out privilege (locking oneself out more than once per semester) will result in a service fee assessment.

### **Reassignment**

A student may be reassigned to another room if the College deems such reassignment is necessary or advisable in the interests of health, safety, and more prudent use of resources, or the efficient

conduct of the residential system. Such reassignments are an administrative decision, not a discipline process sanction, and are not subject to appeal.

### **Room Changes**

Residents sometimes consider changing rooms due to roommate conflicts. In most cases, these conflicts can be resolved through discussion, mediation and compromise. Students are required to talk to their RA and RD prior to requesting a recommendation for a room change.

- No room changes will be made during the first two weeks of each semester.
- Room changes may only be made by the Campus Housing Office and upon the recommendations of the Office of Residential Experience. Generally, all students involved in the room change must be in agreement before changes are made.
- Unauthorized room changes are not permitted.
- In cases of irreconcilable roommate/suitemate incompatibility, the student filing the request will be required to relocate.
- In cases where all roommates refuse to move, the Campus Housing Office may, on the recommendation of the Office of Residential Experience, reassign all residents of a room to alleviate a conflict.
- The Campus Housing Office may relocate and group students as needed.

### **Room Condition Reports**

Students who live in on-campus rooms are responsible for noting the condition of their room on their Room Condition Report (RCR) form. If this form is not returned, the resident will be responsible for ALL damage to the assigned room, even if it occurred prior to move-in. By submitting this form, students certify that they will be held responsible for the room in the condition stated. Students will be held responsible for any damages or changes of their room between their check in time until their check out time. Damages not noted (discovered after departure) may also be charged to their student account.