



Guide to Residence Hall Living 2026-2027 Saint Mary's College

This guide provides the key policies and procedures you need to know while living in the residence halls at Saint Mary's College. It is your responsibility to review and understand these expectations.

Residential Life Philosophy & Community Expectations

At Saint Mary's College, we believe that living on campus is an integral part of your college experience. Through the residential experience, students are supported in their academic pursuits, personal development, and holistic well-being.

Educational Priority

As a result of living on campus, students will learn to live and engage in a community with others different from themselves, grow in interpersonal communication skills, and develop an understanding of why personal identity matters.

Learning Goals

To support this educational priority, the Office of Residence Life focuses on four learning goals:

1. Community Living

Residents will understand the rights, responsibilities, and contributions of being part of a shared living space.

2. Communication

Residents will develop interpersonal communication skills that promote honesty, empathy, and mutual respect.

3. Personal Identity

Residents will explore and reflect on their own identities, values, and lived experiences.

4. Diversity

Residents will engage meaningfully with individuals of different backgrounds, perspectives, and identities, and recognize the value of difference within the community.

Community Engagement Expectations

Being a member of the Saint Mary's residential community includes active participation in shared learning and support systems. All residential students are expected to:

- A. Attend **Opening and Closing Hall Meetings** hosted by Residence Life staff.
- B. Participate in **Intentional Conversations** with their Resident Assistant (RA) at least **twice per semester**.
- C. **Regularly attend class** and uphold academic responsibilities as part of holistic student development.
- D. Communicate respectfully and openly with roommates, peers, and staff.
- E. Use campus and community resources to support personal and academic success.

These expectations are designed to enhance your residential experience and foster a strong, inclusive community where every student is valued, heard, and empowered to grow.

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1. Accommodations

Students requesting housing accommodations (e.g., ESAs, room types) must contact the Accessibility Resource Office (ARO@saintmarys.edu). All requests are evaluated on a case-by-case basis and are met reasonably as space and buildings allow. Meal plan accommodations go through Notre Dame Dining's Nutritionist at jantonel@nd.edu.

- A. Submit requests by the posted deadline
- B. Contact ARO for housing accommodations
- C. Email the ND Nutritionist for meal requests



2. Pets and Animals

Fish (non-carnivorous, in aquariums under 30 gallons) are the only pets allowed. Emotional Support Animals (ESAs) require official approval through the Accessibility Resource Office and Residence Life. Family pets are not allowed inside residence halls.

- A. Only non-carnivorous fish are allowed
- B. Must get ESA approval before bringing the animal from ARO **and** ResLife
- C. Family pets must remain outside



3. Appliances

Small refrigerators (4.5 cu. ft. or less) are allowed—one per resident. High-wattage appliances (e.g., hot plates, toaster ovens, air fryers) are prohibited unless provided by the College in shared spaces. Only use UL-listed power strips with surge protection.

- A. Max 1 mini fridge per person
- B. Use only UL-certified power strips
- C. No high-wattage appliances (microwave, Rice Cooker, Crockpot)
- D. No appliances with exposed heating elements
- E. Electrical cords should not be run under carpeting or across walking areas.
- F. Electrical cords should not be wrapped around any pipes or sprinkler equipment.

4. Prohibited Items

To maintain a safe and respectful living environment, the following items are strictly prohibited in the residence halls at Saint Mary's College. Items that pose fire, safety, or health risks are not allowed.

- A. Candles (lit or unlit), incense, or anything with an open flame
- B. Hot plates, toaster ovens, air fryers, indoor grills (e.g., George Foreman), personal microwaves, or any cooking appliance not provided by the College
- C. Extension cords without surge protection
- D. Non-UL-approved power strips or chargers
- E. Halogen lamps, lava lamps, and high-wattage lights
- F. Personal air conditioners or space heaters
- G. Electric blankets, heated mattress pads
- H. Hoverboards, electric scooters, or e-bikes stored indoors
- I. Firearms, knives 3" or longer (other than kitchen utensils), weapons, or explosives (including fireworks)
- J. Flammable liquids or fuels (gasoline, lighter fluid, propane, etc.)
- K. Drugs or drug paraphernalia (including bongs, pipes, grinders)
- L. Alcohol (if under 21), or alcohol paraphernalia (shot glasses, beer bongs, etc.)
- M. Pets (other than approved ESAs or fish in tanks under 30 gallons)
- N. Waterbeds, hot tubs, or large inflatable furniture
- O. Large fitness equipment (e.g., treadmills, weight benches)
- P. Obscene, discriminatory, or inappropriate decorations
- Q. Nails, screws, or adhesive hooks that damage walls or furniture
- R. Unauthorized lofts or bed risers not issued by the College
- S. Outdoor grills or fire pits
- T. Personal routers, modems, or wireless access points



5. Alcohol & Drugs (Policy)

Under Indiana law, underage possession or consumption of alcohol is illegal. Students 21+ may consume alcohol in private rooms only. Alcohol paraphernalia (empty liquor containers or posters depicting alcohol or drug use) is not allowed. Drug use or possession is strictly prohibited—no alcohol under 21.

- A. No public drinking on campus
- B. No distributing alcohol to those under 21
- C. No drug use or paraphernalia



6. Smoking

Saint Mary's is a tobacco-free campus. Smoking, vaping of any substance, and the use of any tobacco products are not allowed in any buildings, outdoor areas, or vehicles on campus property.

- A. No vaping or smoking anywhere on campus
- B. Including e-cigarettes and chewing tobacco

7. Bicycles

All bikes must be registered with Campus Safety and parked in designated racks. Bikes may not be stored in hallways, stairwells, or common areas. Improperly secured bicycles may be impounded by Campus Safety. Winter storage is available through Campus Safety.

- A. Register your bike with Campus Safety
- B. Use bike racks only
- C. No indoor storage in halls

8. Internet

Both wired and wireless internet are available—report issues to ResNet at resnet@saintmarys.edu. Personal Wi-Fi hotspots are not allowed.

- A. Use campus Wi-Fi only
- B. No personal routers or hotspots
- C. Contact ResNet for tech help
 - Visit the ResNet Office in 001 Cushwa-Leighton Library.
 - E-mail ResNet at resnet@saintmarys.edu.
 - Call the ResNet Helpline at 574-284-5319.
 - Submit a ResNet Problem Report Form at fixit.saintmarys.edu
 - Check the [ResNet FAQ](#) for answers to the most common questions ResNet is asked.

9. Privacy & Security

Keep your door locked when you're away or asleep. The College is not responsible for lost or stolen items—consider renter's insurance. Report any suspicious behavior.

- A. Lock your room always
- B. Store valuables securely
- C. Report safety concerns promptly

10. Lofts & Beds

Only College-approved loft kits are allowed. Lofts may not block windows, heaters, or emergency exits. Lofts must be removed before finals. Students moving rooms must return or transfer their loft kits. Lofts do not need to be preordered. They will be available in each residence hall on Move-In Day. Each student who takes a loft kit will have a \$50 fee added to their student account after their loft is inspected during the first week of school.

- A. Only use the **loft kits provided** by the College.
- B. Beds **must not block** windows, vents, or emergency exits.
- C. **Safety rails are required** on high lofts.
- D. Beds may not be lofted so that the mattress is higher than the posts of the frame.
- E. Students are **responsible for removing lofts** before finals week spring semester or when switching rooms.
- F. If you're unsure how to loft your bed, please ask your RA or Hall Director for assistance.

Loft Assembly by Residence Hall

Regina and Lourdes Halls

Each bed includes:

- (2) 72" Headboards
- (1) Mattress Platform
- (1) Support Bar
- (1) Slide-On Safety Rail

Assembly Tips: Two people and a rubber mallet are strongly recommended.

- A. Hook both the platform and support bar into the same rung height on each headboard.
- B. Use the front rail for high lofts and the back rail for low lofts.
- C. Always secure the safety rail.

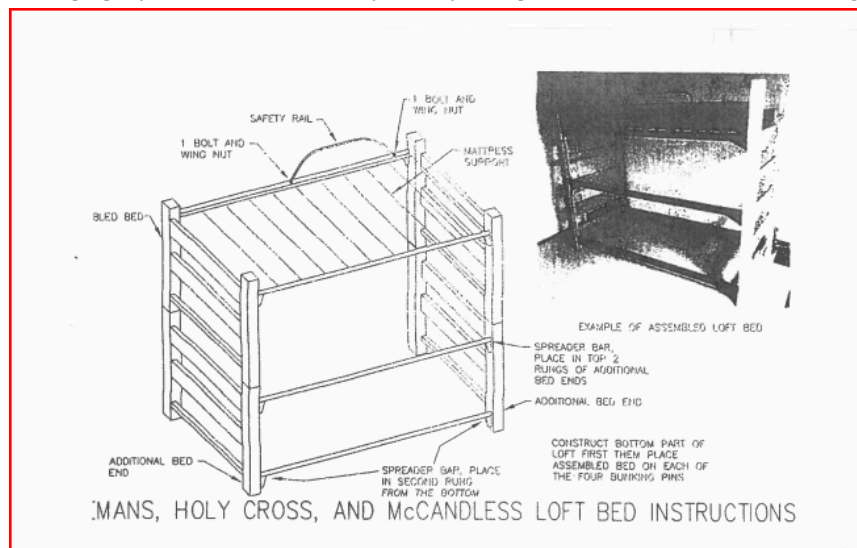
Le Mans, McCandless, and Holy Cross Halls

These lofts use bed ends, mattress supports, spreader bars, and wing nuts.

Assembly Notes (see diagram):

- A. Use two sets of bed ends stacked vertically with the provided bed pins.
- B. Mattress support lies across the top structure.
- C. Spreader bars must be installed:
 - One at the top two rungs of the additional bed ends
 - One in the second rung from the bottom
- D. Safety rails are attached with 1 bolt and a wing nut on each end.

Reminder: Beds not properly lofted or without a safety rail may be required to be returned to standard height for safety reasons.



11. Room Damage

Students are responsible for all room furnishings, which must remain in the room at all times. We do not remove any items at any time. Damages or missing items at check-out will be billed to residents. Damage may include wallpaper (on walls), contact paper, left-behind hooks, anything left attached to a wall or surface, and changing room or bathroom hardware. Screens must remain in windows at all times.

- A. Don't remove or damage furniture
- B. Report any damages promptly
- C. Damage may include wallpaper (on walls), contact paper, left-behind hooks, anything left attached to
a wall or surface, and changing room or bathroom hardware.
- D. Leave the screens installed in the windows
- E. Students can share responsibility or claim ownership of damage if no one claims responsibility for damage, all students in the room will be charged for the damage.

12. Hall Access

Exterior doors are locked and should not be propped open. Only Saint Mary's students and authorized personnel may access residential floors. Guests must always be escorted.

- A. Don't prop open exterior doors
- B. Escort guests **at all times**
- C. Never loan your ID or keys

13. Guests & Visitation

Guests are welcome in your room during visitation hours with roommate approval. Female overnight guests (age 9 and up) may stay up to three consecutive nights and no more than six nights per month. Male guests may not stay overnight and must remain in designated areas and use assigned restrooms.

- A. Visiting hours: Sun-Thurs 10 am-12 am, Fri-Sat 10 am-2 am
- B. Roommates must approve overnight female guests
- C. Guests are only permitted to stay for a limited time
- D. Male guests are to use only the designated restroom facilities
- E. Students are permitted to have male visitors at any time in the 24-hour lounges,
 - a. McCandless- front section (Visible to the front desk).
 - b. Holy Cross- Front entryway (Visible to the front desk)
 - c. Regina North- Front Desk to the mailbox section (Visible to the front desk)
 - d. Regina South- Front Desk to the mailbox section (Visible to the front desk)
 - e. Le Mans- First 1/3 of Reignboux lounge (Visible to the front desk)
 - f. Opus- Front Lounge by fireplace
 - g. Lourdes- 2nd floor entryway from the door to the stairs.

14. Quiet Hours

Courtesy hours are 24/7. Quiet hours are enforced nightly and more strictly during finals week. Music and noise should not be heard more than two doors away.

- A. Quiet hours: Sun-Thurs 10 pm-8 am, Fri-Sat 12 am-10 am
- B. Keep the volume down at all times
- C. Quiet hours are extended during finals

15. Health & Safety

Fire safety rules prohibit candles, halogen lamps, flammable decor, and blocking exits. Beds may not block windows or vents. Decorations must be flame-retardant. Residents **must provide their own cleaning supplies** and are responsible for cleaning their space (bathrooms, sinks, and kitchens included if present) as well as common areas in the hall.

- A. No candles, incense, or halogen lamps
- B. Leave windows, exits, and vents unobstructed
- C. You may not leave items out in the hallway
- D. Use only flame-retardant decorations
- E. Residents **must provide their own cleaning supplies** and are responsible for cleaning their space (bathrooms and sinks included if present) as well as common areas in the hall.

16. Furniture

Furniture must stay in its designated space. Public area furniture may not be moved to student rooms. Always return rearranged furniture to its original layout.

- A. Don't remove or move College-owned furniture
- B. Keep the room setup safe and accessible

17. Work Orders

For non-emergency repairs, submit a work order through the eRez portal. For urgent issues like leaks, bugs, bats, or other animals, or fire hazards, call Campus Safety immediately.

- A. Use eRez for regular repairs(saintmarys.erezlife.com)
- B. Report emergencies to Campus Safety (574-284-5000)
- C. Students who suspect [bed bugs](#) **must** immediately contact Campus Safety at (574) 284-5000 and **should** **not** remove any belongings from their room until it has been inspected. If bed bugs are confirmed by the College's licensed pest control provider, students will be temporarily relocated for approximately 14 days while professional treatment is completed. Students are required to follow all instructions from Residence Life and Campus Services, including cooperating with temporary relocation and laundry treatment procedures. Prompt reporting and compliance are essential to prevent the spread of bed bugs and protect the residential community.
- D. Residence Life staff can assist with requests
- E. To complete a work order for laundry machines, go to Wash.com
 - a. It is easiest to do this on your phone in the laundry room as you will need the six-digit code on the machine.

18. Opening & Closing

Residence halls close for Winter Break but remain open during most other breaks. Late stays and early arrivals require approval from Residence Life and may include a fee.

- A. Check out within 24 hours of your last exam or by the published checkout date, whichever comes first.
- B. Request approval for late stays or early returns (may include a fee)
- C. Meal plans are inactive during breaks

- D. Check the [Reslife Portal Important Date Page](#) for exact dates.

19. Housing Agreement

Your housing contract, accessible on eRezLife, outlines costs, policies, and procedures. You're responsible for knowing its contents.

- A. Read and understand your housing contract
- B. Refer to eRezLife for full agreement details

20. Room Assignments

Returning students select housing through a spring room selection process. New students are assigned rooms based on deposit date.

- A. Upper-class students: watch for room selection details in spring
- B. New students: complete forms early for the best placement

21. Roommate Rights & Responsibilities

Living with a roommate can be one of the most rewarding parts of the college experience. Mutual respect, communication, and compromise are essential. Saint Mary's encourages all students to consider differences as opportunities for growth. These rights and responsibilities help support a healthy living environment.

- A. Respect each other's privacy and belongings
- B. Discuss shared space and cleanliness expectations
- C. Ask permission before borrowing items
- D. Maintain open, honest communication
- E. Address concerns early with support from your Resident Assistant and/or Hall Director
- F. Treat one another with kindness and inclusion

22. Room Changes

Students may request room changes during the designated room change period each semester. Outside of that time, conflicts should be addressed first with your Resident Assistant.

- A. Room changes are allowed during set room move periods
- B. Talk to your Resident Assistant before requesting a move
- C. The college may reassign students to manage space

23. Room Condition Reports

Each room is inspected before move-in. Review your Room Condition Report and submit updates in eRez within the first two weeks of the semester.

- A. Check and confirm your Room Condition Report
- B. Report issues via eRez within 2 weeks
- C. Avoid fines by documenting early



24. Room Entry

Staff may enter rooms without notice for safety checks or emergencies. Winter Break inspections are routine and required for all rooms.

- A. College staff may enter for maintenance, safety, or policy reasons
- B. All rooms are inspected during Winter Break



25. Keys & Lockouts

Students receive keys upon move-in. Report lost keys immediately. Lockouts result in increasing fines after the first free incident. Call Campus Safety for lockout assistance (574)284-5000.

- A. 1st lockout: free, 2nd: \$5, 3rd: \$10, 4th: \$25, 5th: \$50
- B. Lost key? Report it right away
- C. Do not duplicate or lend keys
- D. Any student who loses a key will be charged a replacement fee that depends on the number of room occupants.
- E. Prompt reporting of lost keys and SMC ID cards is required to ensure the safety and security of all residents.
- F. Key Replacement Costs
 - i. Single room key replacement \$68
 - ii. Double room key replacement \$76
 - iii. Triple room key replacement \$84
 - iv. Quad room key replacement \$92
 - v. Quint room key replacement \$100
 - vi. Mailbox key replacement \$68
 - vii. Double Study Carrel key \$76
 - viii. Triple Study Carrel Key \$84



26. Mail, Packages, and Deliveries

Mail is delivered to student mailboxes. Packages are logged and available for pickup at the Student Package Center on the corner of Holy Cross, across from the Safety Hut. Students will receive a notification via Notifii. You must show your SMC ID to pick up packages. A friend can **not** pick up your package for you. Deliveries can be made to your hall; however, the school is not responsible for misdelivered or undelivered items.

- A. Watch for Notifii emails for package pickup
- B. Don't leave items at the desk unattended
- C. If you receive medication by mail that needs to be refrigerated, you **MUST** notify mail services ahead of time. Please contact them at mailservices@saintmarys.edu
- D. Bring your SMC ID to retrieve packages
- E. The Student Package Center is open Monday-Friday, 8 am-10 pm, and Noon- 6 pm on the weekends, except during Holidays and Breaks.
- F. Hall Front Desks are open 7 days a week from 10 am- 10 pm, except on Holidays and breaks.
- G. For deliveries (like Door Dash, Uber Eats, or Grub Hub), please make sure you are aware of the following
 - i. Your first and last name need to be included in your order. It is helpful if you also include the building and mailing address (If your parents are ordering something for you, your name must be on the order)

- ii. Any unclaimed food will be discarded at midnight on the day of delivery.
- iii. If you order through DoorDash or Uber Eats, you are responsible for ensuring it is delivered to the correct door and for picking it up promptly.
- iv. We discourage using Walmart, as they have been found unreliable in delivery and unwilling to support students to help find their deliveries.

27. Laundry

Laundry rooms are available in every hall and are free to use. Be respectful—don't leave clothes in machines and clean up after yourself. Saint Mary's College is not responsible for any loss, theft, or damage to personal items in the laundry rooms, including damage due to use of the machines. Students are encouraged to promptly remove belongings and secure their items.

- A. Use machines responsibly and promptly
- B. Leave washer doors open after use
- C. Clean up spills and trash
- D. Lost items go in the laundry room's lost and found
- E. The College reserves the right to remove items left in washers or dryers
- F. To complete a work order for laundry machines, go to [Wash.com](https://www.wash.com)
 - a. It is easiest to do this on your phone in the laundry room as you will need the six-digit code on the machine.

28. Kitchens

Shared kitchens are available in every residence hall. Supplies must be checked out and cleaned after use. Cleanliness is everyone's responsibility.

- A. Check out supplies at the front desk
- B. Wash dishes and wipe surfaces
- C. Return all kitchen items after use
- D. All large boxes (pizza boxes, etc.) should be taken to the trash room
- E. Fridges are a common space privilege; items placed inside should be removed in a timely manner
 - a. Be respectful of your hallmates; do not take items from the fridge that are not yours
- F. Continued access to kitchens is dependent upon proper and responsible use

29. Community Spaces

Lounges are for studying and relaxing. Sleeping in them is not allowed. Be courteous—clean up, keep noise down, and reserve prayer spaces if needed.

- A. No sleeping in lounges
- B. When watching or listening- Use headphones
- C. Clean up after yourself
- D. Reserve chapel space



30. Trash & Recycling

Each building has a trash and recycling area. Sort waste appropriately and take large items to the outside dumpsters. ESA waste must be properly disposed of outside.

- A. Use designated trash and recycling rooms
- B. Dispose of large items in outdoor dumpsters
- C. Clean up ESA waste properly
- D. **Do not** place personal trash in bathrooms, but take it to the trash room



31. Sports in the Hall

Halls are not for roughhousing or sports. Save games and activities for outdoor or designated spaces to avoid injury or damage.

- A. No sports or horseplay inside (This includes running in the halls, skateboarding, etc.)
- B. Avoid damaging walls, lights, or furniture
- C. Use outdoor areas for recreation



32. Severe Weather & Shelter

In case of severe weather, alerts will be sent via Saint Mary's emergency communication platform. Know your hall's shelter location and follow safety instructions immediately.

- A. Check the posted shelter locations in your hall
- B. Follow email alerts during weather events
- C. Move quickly and calmly to shelter



33. Student Conduct

All students are responsible for knowing and following the Saint Mary's College Code of Student Conduct, on and off campus.

- A. Read the Code of Student Conduct
- B. Behavior on or off campus matters
- C. Ignorance of the Code is not an excuse



34. FERPA & Student Records

FERPA protects your education records. Most of your information cannot be shared without your permission, except for basic directory details.

- A. FERPA restricts the release of your private records
- B. Directory information can be shared unless you opt out
- C. Visit Academic Affairs for FERPA questions