

**GUIDE TO  
RESIDENCE HALL  
LIVING**

# WHAT IT MEANS TO BE A MEMBER OF A RESIDENCE HALL COMMUNITY

The Department of Residence Life & Community Standards (DRLCS) supports the mission of Saint Mary's College by creating a safe and inclusive community that promotes the personal growth and success of each resident. We do this by organizing social and educational programs and activities, showing personal attention to students' needs, and maintaining our community standards. Furthermore, we are committed to helping women grow in their appreciation of their strengths and the needs of others.

## RESIDENTIAL STAFF

### Residence Hall Directors

Residence Hall Directors are full-time professionals with a bachelor or master degrees who live in the residence halls. They have overall responsibility for the development and management of the residential community. There is a Hall Director on-Call 24 hours a day/7 days a week, except during some halls closings. The on-Call HD may be reached at the building's front desk.

### Resident Advisors

Resident Advisors are undergraduate students who coordinate community development for a section or a floor in a particular residence hall. RAs answer questions about campus life, enforce College policies, handle emergencies and help out as needed. If the RA does not have the answer, she will guide you to sources that can help. RAs are on call everyday (except when halls are closed) from 8pm-7am. There is at least one On-Call RA in each residence hall.

### Front Desk Workers

Each of the traditional residence halls is staffed 24 hours a day by a staff member. Students serve as front desk workers during the day and adult workers serve as Night Assistants. The desk workers are available as a resource to students and to assist in emergency situations.

### Residence Hall Association

The RHA strives to improve the quality of life in the Saint Mary's College residence halls. RHA plans programs for the resident population and serves as liaison between residents and the College administration on issues dealing with student housing. RHA includes the Residence Hall Councils and the National Residence Hall Honorary.

## RESIDENCE HALL POLICIES

Your level of involvement in the residence hall community can have a significant impact on your personal development and on those living around you. One of the best ways to ensure a successful community is to have mutual respect and consideration for each other. To help create this community, the following

policies have been established for all members of the residence hall community. Residents are expected to familiarize themselves with Saint Mary's College policies and procedures. These include, but are not limited to the Guide for Residence Hall Living, the Code of Student Conduct, the dining hall policies, and Campus Security regulations.

## **ALCOHOL POLICY**

1. Possession or consumption of alcoholic beverages by a person under the age of twenty-one is prohibited. This includes possession of empty alcoholic containers
2. Manufacturing, sale or distribution of alcohol, including but not limited to the sale of cups and/or any form of container for the distribution of alcohol, even to one person is prohibited
3. A person under the age of twenty-one is prohibited from being in the presence of alcoholic beverages in the residence halls, with the following exception: an individual under the age of twenty-one who has a roommate of legal drinking age may be in the presence of an open container of alcohol in her room only if her roommate of legal drinking age is also present. Non-roommates who are under the age of twenty-one may not be in the room when alcohol is being consumed by the of-aged resident
4. On-campus possession of a keg, beer ball, wine boxes, alcohol by the case, trash-can punches, or other common source of alcoholic beverage, or other unauthorized quantities of alcohol is prohibited. Of-aged students may possess alcohol for their own personal use but the quantity is limited to one twelve-pack of beer (144 ounces/4.26 liters) or one-half gallon (64 ounces/1.89 liters) of wine or one pint (16 ounces/470 milliliters) of hard liquor. Drinking games or items commonly used for drinking games (i.e. funnel, beer pong tables) are prohibited
5. Hosting an unauthorized alcohol party on campus. Examples include, but are not limited to: excessive attendance beyond what is reasonable; minors are in attendance or being served alcohol; disruptive to neighbors to the point of preventing individuals from continuing with their activities. This also includes Opus residents failing to properly register their parties with the hall staff
6. Excessive consumption of alcohol or attending campus functions intoxicated is prohibited regardless of age. Behavioral symptoms frequently associated with excessive consumption or intoxication may include, but are not limited to: impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.
7. Consuming alcohol or possession of an open alcoholic container in public spaces regardless of age. Examples of public spaces include but are not limited to lounges, hallways, and stairwells

## **MEDICAL AMNESTY POLICY**

A student needing medical assistance during an alcohol or other drug-related emergency will not face disciplinary action for the mere possession or use of alcohol and/or drugs if she contacts the police, campus security or a member of the residence life staff for help. The student receiving medical assistance will be required to meet with a member of the counseling staff for an assessment within five

(5) College business days of being notified by the Department of Residence Life and Community Standards. As long as the student complies with all directives, she will not face disciplinary actions for the alcohol and/or drug violations. This policy refers to isolated incidents only and does not apply to those who purposely violate the alcohol and/or drug policy.

In the event that the student fails to meet a counselor in the time allotted, or fails to complete the required directives, she will be referred through the normal conduct process and a record of the incident will be on file.

### **GOOD SAMARITAN POLICY**

The Good Samaritan Policy acknowledges that as members of this community, we have a responsibility toward each other. There is an expectation that as students, you will take active steps to protect the safety and well-being of our community. Therefore, student(s) or student organizations may directly seek medical amnesty for another person during an alcohol or other drug related emergency. The Good Samaritan student will not face disciplinary action for the mere possession or use of alcohol or drugs provided that she remains with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Good Samaritan Policy, these individuals or representatives from organizations must contact the police, campus security or a member of the residence life staff. They may also need to schedule an appointment with the Director of Residence Life and Community Standards and adhere to specific educational mandate.

The Good Samaritan and Medical Amnesty policies apply only to alcohol or other drug related medical emergencies but do not apply to other prohibited conduct such as assault or property damage. If other prohibited conduct occurs, then a student will be held responsible for those violations. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of the Code of Student Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual/organization.

The Good Samaritan and Medical Amnesty apply only to the College's response to a medical emergency. Criminal/police action may still occur separately from the Department of Residence Life and Community Standards

### **SEXUAL ASSAULT POLICY**

Students who believe they are victims of sexual assault may report such action to the police, campus security or a member of the residence life staff without fear of being charged with conduct violations. Students reporting such assault for a friend will not face conduct proceedings for alcohol/drug policies.

Students who wish to report an act of sexual assault may do so by contacting Campus Security at (574) 284-5000.

### **NOISE POLICY**

We are a respectful community, thus, courtesy hours are in effect 24 hours a day. Stereos, radios, televisions, musical instruments, and all conversations must be kept to levels that will not interfere with another resident's peaceful enjoyment of her own space. If a noise problem does occur, the residents affected are encouraged to speak with the individual(s) making the noise and ask for cooperation. If the problem persists, then a Resident Advisor can be contacted for assistance. Each student is expected to

comply with the established quiet hours. Individual residence halls may extend quiet hours beyond those stated below:

Sunday through Thursday: 10:00 p.m. –8:00 a.m.

Friday through Saturday: midnight – 10:00 a.m.

During final exam weeks, 23-hour quiet hours will be in effect with 7:00 – 8:00 p.m. as the exception.

## **GUESTS POLICY**

- All visitors to the residence halls who are not Saint Mary's College students, faculty, or staff must be escorted by their hostess when on residential floors. This includes male and female family members and friends.
- You may bring female guests into your residence hall at any time.
- Male visitation hours are Sunday through Thursday, 10:00 a.m. – midnight and Friday through Saturday, 10:00 a.m. – 2:00 a.m.
- You must accompany your guests at all times and assume responsibility for her health and safety. You are responsible for the actions of your guest and the observance of all College policies.
- All overnight guests must be female and at least 5 years old.
- All roommates must agree to a guest's overnight stay. No guests may stay in a room for more than three nights or appear to be living in a student's room; any such occurrences will be investigated by the Residence Hall Director.
- Male guests are to use only designated restroom facilities; no male guest shower facilities are available in the residence halls.
- Exceptions to the standard hours for male visitation can be made at the discretion of the Department of Residence Life & Community Standards. During Little Sibs Weekend, special guidelines will determine the age and gender of guests who may spend the night.
- Meal tickets for guests may be purchased at the Noble Family Dining Hall. Guests are not permitted to use students' I.D.s for events or meals.

The specifics of this guest policy do not apply to Opus. However, Opus residents must escort their guests throughout the building.

## **PETS**

With the exception of fish kept in tanks of 30 gallons or less, no animals or pets of any kind are permitted in student rooms. Any resident with a visiting pet must be with the pet at all times and is responsible for any mess or damage caused by the pet. Visiting pets must be on a leash at all times and may not remain in the residence halls overnight.

## **KEYS**

At the beginning of the school year, you are issued a room key, a key or combination to your mail box, an I.D. card, and if needed, a study carrel key.

To ensure the safety and well being of our residential community, you must carry your I.D. card at all times. In the event that you are locked out of your room:

1. You should report the lock-out to the front desk of your residence hall. Staff members are not always readily available to assist and will be located as soon as possible.
2. \$1.00 must be paid to the staff person at the time the door is unlocked.
3. Opus residents should contact their RAs or Campus Security. A \$5.00 fee will be assessed.

In the event of excessive lock-outs, the student will be asked to meet with the Residence Hall Director. Continued abuse of this service may lead to student conduct action. Reports of lost keys are to be made to the Residence Hall Director, who will have the necessary form for obtaining new keys. The student must also pay a fee to the Business Office for a new key. In the case of a lost or stolen key, students will pay for all expenses associated with key replacement. Once a room is re-corr and replacement keys are made, no refund will be given if the key is found.

All keys are to be returned to hall staff when you vacate your room. A student who checks out without returning her keys will be assessed a \$25 charge per key.

## ROOMMATES

During your college career, you will be immersed in the rigors of academic life and exposed to new ideas and perspectives. You will meet many people and interact with them under various circumstances. But perhaps, no one will have a bigger impact on your college experiences than your roommate(s). Communications and compromise are essential to successful roommate relations. Take the time to talk about your likes and dislikes and other important issues such as neatness, noise, privacy, sharing food or clothes, and guests. Sometimes a conflict can get so complicated that it requires the help of an impartial third party to resolve it. RAs can help you and your roommate(s) reach an agreement that is satisfactory. Your RA is also aware of additional resources that can assist you, such as a Residence Hall Director or a staff member from the Counseling Center.

In the event that you were not able to work things out with your roommates, you may take advantage of the room change date.

**Room Changes** - Two open room change dates are offered by the Office of Residence Life & Community Standards. One will be in the fall and one in the spring semester. The specific dates are typically communicated to students early in each semester. There will be no room changes before, between, or after these dates. All room changes must be authorized, requiring written consent from the new and current Hall Directors. The Hall Director(s) should be contacted for specific moving instructions. A Room Condition Report (RCR) must be completed for both the original and new room as part of check-out and check-in procedure. Students must make the appropriate arrangements regarding movement of a loft. Unauthorized room changes may lead to disciplinary charges.

## STUDENT ROOMS

Students may not use their college address for private business purposes.

**College Furnishings** - All furniture must stay in the room specifically assigned, and doors may not be removed. You will be assessed a fine for any furnishing missing from your room as determined by the Room Condition Report (RCR). You are responsible for the accuracy of the RCR. Combining rooms to establish separate sleeping and living areas in the residence halls is prohibited. No storage space is

available for personal or college property. Furniture from other assigned rooms may not be placed or stored in McCandless study carrels.

All students are responsible for the care of College property, both in the rooms and common areas such as lounges, hallways, and bathrooms. Common-area furniture is for the enjoyment of all residents and must not be removed. Students who transport common-area furniture to student rooms or remove it from the building are subject to disciplinary action.

If furniture is missing, the residence hall staff may conduct a room-to-room search. Each resident of the room in which the missing furniture is found may face disciplinary action. When missing furniture cannot be recovered, all members of that community may be billed equally for its replacement.

**Room Entry** - The College respects a student's privacy but reserves the right to enter rooms for reasons of safety, health, general welfare, maintenance, enforcing community standards or other official business. Throughout the year, including vacation periods, the College reserves the right to clean, check, and repair student rooms. The College will exercise all reasonable care with the personal belongings of the student. The College reserves the right to remove any object or material which would constitute a violation of College policy

**Room Alterations** - Any alterations or additions to residence hall rooms, including but not limited to wallpapering and painting, are prohibited. Students may also not place screws/nails on the walls. Fines will be assessed accordingly. Only College approved lofts may be used in the residence halls.

**Cleanliness** - While we realize room cleanliness and personal hygiene is an individual decision, as a member of the College and residence hall community, you are responsible for maintaining an environment that is free of offensive odors and excessive trash. Residents are expected to cooperate in cleaning up after themselves in public areas (examples include lounges, hallways, bathrooms, kitchens) for the benefit of the community.

**Damages and Vandalism** - You are responsible for the care of College property in the rooms, facilities, lounges, public areas, and campus in general. You will be billed for the repair work for any damage you cause. Disciplinary action may also result. Resident students are responsible for the common areas of their residence hall and their own rooms or apartments. When the damage or vandalism cannot be attributed to specific individuals, all members of that community may be billed equally.

**Storage** - No public room, closet, hallway, stairwell, or other area may be used for storage of personal or College property. All personal belongings must be stored in your room or taken home, and all College property must remain in your room.

**24-Hour Lounges** - In each hall, there is one area near the front desk designated as a 24-hour coed lounge for studying and socializing. No one is to sleep in these areas. The following lounges are 24-hour: McCandless Front Lounge, Le Mans Reignbeaux Lounge, Regina South and North Lounges, and Holy Cross Parlors. Please note that in Le Mans, McCandless, and Holy Cross Halls, the vending areas are not 24-hour lounges.

**Use of Common Areas** - Lounges and lobbies are designed for the use of the students residing in a particular residence hall. Residents are expected to share the space with other residents unless a resident has obtained permission from her Hall Director for a private function. Any use of common

space, including set up of table and chairs, must be approved by the Hall Director. The residence life staff reserves the right to monitor activities in public spaces.

**Use of Chapel or Prayer Space** - Each residence hall has a chapel open 24 hours a day for personal prayer. If you are intending to use the space for any reason other than personal prayer, you need to reserve the chapel (or prayer space) through Campus Ministry. In addition, any department or group wanting to use Church of Our Lady of Loretto needs to contact Campus Ministry.

## **FIRE SAFETY**

Due to the community-living style of the residence halls, safety regarding fire hazards is extremely important. Many of the residence halls are not equipped for excessive electrical activity. If you have questions regarding any electrical appliance, see your Hall Director.

**Appliances** - Caution should be exercised when using electrical appliances. Open coil appliances and those that utilize 15 amps or more are prohibited. Examples of prohibited appliances are window air-conditioning units, space heaters, toasters, microwaves and hot plates. While in use, electrical appliances must not be left unattended. Irons must be turned off and unplugged when not in use.

**Common Areas** - In order to comply with fire-safety regulations, all common areas including hallways, lounges, and laundry rooms must be kept free of personal belongings, furniture, boxes, luggage, and bicycles.

**Cooking** - With the exception of making coffee, cooking in student rooms is prohibited. Coffee makers must have an automatic shut-off feature. Each hall has a kitchen that students may use.

**Holiday Decorations** - Electric holiday lights and live Christmas trees and greens are not allowed in or around student rooms. Only artificial decorations of a fire-resistant nature are allowed.

**Lights and Candles** - Electric decorative lights are not allowed in or around student rooms. This includes Christmas lights, other holiday lights, and any decorative, stringed lights. Lamps or lights with exposed bulbs and halogen bulbs are also prohibited. The use of colored light bulbs, multi-bulb "spider lamps," and octopus lamps are also not permitted. Candles of any kind (burning or not) are prohibited. Shisha, hookah, or similar pipes are also not permitted in the residence halls.

**Electrical Wiring** - The electrical wiring in the residence halls is not designed for unlimited use. Wall sockets should not be overburdened with extension cords. You should carefully consider the location of all electrical appliances in order to maximize any wall sockets. Sometimes simply rearranging what is used and where it is used may prevent electrical outages.

**Fire-Hazardous Materials** - Any activity or material that could be considered hazardous is prohibited including the following: incense, fireworks, milk crates, smoking, and storing or using flammable liquids.

**Fire Alarms** - Safety standards exist for the health and safety of the residential community. Students are expected to comply with safety rules and fire drills. Each student room is equipped with a smoke detector that will sound when it is activated by smoke or fire. This alarm does not engage the building's fire alarm system; in the case of fire, you should pull the nearest fire alarm and exit the building as



quickly as possible. The smoke detector in each room will also sound if there is a malfunction. In this case, you should not dismantle it but should contact Security immediately so it can be assessed and repaired.

Each student should know the location of the nearest alarm, fire equipment and exit route. In case of fire, the nearest alarm should be pulled. This will summon the Campus Security and the Notre Dame Fire Department. If time permits, dial 9-1-1 or extension 5000 to notify security of the exact location of the fire so the arriving fire units can be sent directly to the scene.

When the fire alarm sounds, you should:

- Leave as quickly and safely as possible through the nearest exit. If possible, grab your keys and close your doors.
- Use stairs only (elevators should not be used)
- Join your section outside in the designated area and follow the directives from residential life and campus safety staff.
- Return to the building when the all-clear signal is given

NOTE: Failure to respond to a fire alarm is subject to disciplinary action.

Fire drills will be conducted throughout the academic year.

**Hallways** - In order to comply with established fire codes, there may be no personal items in the hallway or outside a student's door. This includes unattached memo boards, shower caddies, welcome mats, shoes, or bicycles.

**Smoking** - No smoking is permitted in any campus building or on Opus Hall's balcony. Those students who choose to smoke must do so at least 15 feet away from any residential building and not impede any entryways into buildings.

## RESIDENTIAL SAFETY

**Bicycles** - Bicycles are to be parked in the outdoor racks near each hall. Due to fire and safety regulations, bicycles may not be left in hallways or stairwells. In residence hall rooms, a bicycle should not be placed so that it blocks windows or doors to the room. Riding bicycles in the residence halls is prohibited. Bicycles illegally parked on campus will be removed by Security. Students are encouraged to register their bikes with Campus Security. Any bicycles not claimed after the academic year becomes the property of the College.

**Buildings** - Walking or sunbathing on roofs, sitting on ledges, climbing up or out onto balconies, or hanging or throwing items from windows is prohibited. Windows and window screens are not to be removed.

**Communicable Diseases** - The Department of Women's Health may require that students with a communicable disease be prohibited from the residential community for the time when the spread of the disease in such an environment is possible.

**In-Line Skating** - Skating or the wearing of in-line skates is not allowed in any building or tunnel on campus. In-line skates must be put on and taken off outside of buildings.

**Lofts** - Lofts may be ordered during the Room Selection process each spring for the following academic year. Incoming new students may order a loft during the summer before their arrival to campus or at Orientation during specifically posted hours. When a student moves out and checks out of a room, she must take down her loft and reset the bed to the appropriate height.

**Solicitation** - Solicitors are not allowed to sell items (i.e. T-shirts, candy, cookies, magazines, make-up, services, etc.) in the residence halls, including promotions and/or giveaways. Any questions regarding the solicitation policy should be referred to the Department of Residence Life & Community Standards. No door-to-door activity may take place without authorization from the Department Residence Life & Community Standards.

**Theft** - Students are encouraged to lock their room doors at all times and not leave valuables in laundry rooms or other public areas. You should report all thefts to the Hall Director and Security.

**Sunbathing** - Sunbathing is not permitted in the following areas: the south side of Regina, the Le Mans courtyard, the convent areas around Bertrand and Augusta Halls, or the Queen of Peace Cemetery.

## POSTING AND DISTRIBUTION POLICY

Students wishing to post signs in the residence halls must be familiar with the posting regulations. The Department of Residence Life & Community Standards may be contacted for more information.

Signs advertising academic, educational, or social activities sponsored by official College organizations may be posted in authorized areas of the residence halls. The original sign must be approved by the Department of Residence Life & Community Standards and bear the official stamp of the department. To be approved, signs must clearly indicate the sponsoring organization. (Signs originating from other departments within the Division of Student Affairs that are clearly labeled with the sponsoring department do not need to bear this stamp.) No more than 50 signs should be posted in residence halls.

Signs stamped with the approval of the Office Student Involvement or the University of Notre Dame must also be approved by the Department of Residence Life & Community Standards in order for them to be posted in the residence halls.

Students wishing to post their own residence life-approved signs may do so in the following areas: unreserved bulletin boards, interior bathroom walls, and bathroom stalls. For special posting arrangements (large posters, short-term displays, floor posters), the Residence Hall Director should be contacted. All posters are to be removed by the sponsoring organization or person immediately after the event.

Any sign, approved or unapproved, posted in an unauthorized area will be removed. Unauthorized posting areas include: windows, doors, elevators, walls, mirrors, stairwells, and building exteriors.

Students may request residence hall staff to distribute approved postings. The Department of Residence Life & Community Standards will accept no more than 50 signs; these will be distributed on each

residence hall floor and each lobby. For this service, signs should be personally delivered to the department office, 166 Le Mans, at least 72 hours prior to the event. Signs delivered to individual residence hall desks will not be accepted.

Posters announcing something "for sale" should not be posted within the residence halls. A bulletin board will be designated in each residence hall for such "unofficial" postings. Personal services and announcements may also be posted on that board.

Door-to-door distribution, posting, or student contact must be approved in advance by the director of Residence Life & Community Standards will. This type of activity is not generally allowed for safety and privacy reasons.

Residence life staff and hall councils may discuss special posting regulations with individual hall directors.

## **OPENING AND CLOSING DATES FOR ACADEMIC BREAKS**

### **Fall Break**

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage.

Dining service ends after dinner on the Friday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### **Thanksgiving Break**

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage.

Dining service ends after dinner on the Tuesday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### **Christmas Break**

All residence halls close at 12:00 p.m. on the day after the last scheduled final. Students are not permitted to stay on campus over break. The residence halls reopen on the Saturday before classes resume at 9:00 a.m.

Dining service ends after dinner on the last day of finals. Dining service opens for dinner on the Sunday before classes resume.

### **Spring Break**

All residence halls remain open and all students may remain in their rooms. All halls will have 24-hour front desk coverage.

Dining service ends after dinner on the Friday before break. No meals will be served during the vacation period. Dining service opens for dinner on the Sunday before classes resume.

### **Easter Break**

All residence halls remain open and all students may remain in their rooms. All Halls will have 24-hour front desk coverage.

Dining Service ends after dinner on the Thursday before break. No meals will be served during the vacation period. Dining service will open for dinner on the Monday after Easter.

### **End of Year**

Because the residence halls must be prepared for commencement housing for families of graduating seniors and summer conference activity, it is necessary for this work to begin immediately after students move out. Therefore, the following deadlines will be strictly enforced.

- Undergraduate students must check out by 2:00 p.m. on the Saturday one week before graduation.
- Graduating seniors and family guests must check out by 2:00 p.m. on the Sunday of graduation.

Residents who complete their check-out process after the designated times are subject to a fine.

Dining service ends for underclass students after brunch on the Saturday one week before graduation. For senior week and commencement, dining services will be open during posted hours for seniors and approved underclassmen.

## **CHECK-IN AND CHECK-OUT**

Students are expected to follow the established check-in and check-out procedures posted in their hall for each scheduled opening and closing. It is your responsibility to know the check-in and check-out times for your building. Failure to comply with the check-out procedures or a late check-out will result in an improper check-out fine of \$100.

You must review and sign a Room Condition Report (RCR) upon checking into any rooms. The RCR notes any existing damages to the room. Any time a room is vacated or a room change is made, a Residence Life & Community Standards staff member must be contacted for check-out (also see section on Room Changes). Additional information on end-of-the-year check-out procedures is provided in April.

## **APPEAL OF DAMAGES**

Students may appeal their room damage charges in writing by the requested deadline. All appeals must be presented from the student and mailed directly to the Department of Residence Life & Community Standards.

## **EMERGENCY HOUSING**

In the event of an over-enrollment of students, the College reserves the right to place students in emergency housing and also reserves the right to move students from emergency housing to permanent housing when it is made available.

Temporary overnight emergency housing in a single room is available for any student who feels that her safety is threatened. Students can contact the Hall Director on-call to make these arrangements. The following business day, the student must meet with the Assistant Director of Residence Life/Community Standards in order to assess her current housing assignment, and make any changes deemed necessary.

## **ROOM SELECTION**

The room selection process is held in March or April for the next academic year. Information about the process is publicized in January and February. You should carefully read all room selection materials for important details. Students are required to pay a \$250 room deposit prior to the advertised deadline in February in order to participate in the selection process. Rooms are selected based on a random priority number generated by class years (seniors, then juniors, and then sophomores). Each student signs a housing contract, which is a binding contract for the next academic year. Any student studying abroad or elsewhere in the country should arrange to have a "proxy" select her room for her.

The selection process for Opus Apartments takes place prior to the general room selection process.

## **CONTACT US**

The Department of Residence Life & Community Standards is open M-F from 8-5:00pm during the academic year. You may reach us at 574-284-4522.

The On-Call Hall Director may be reached through your building's front desk.

The On-Call Resident Advisor will be posted at the front desk of each residence hall.