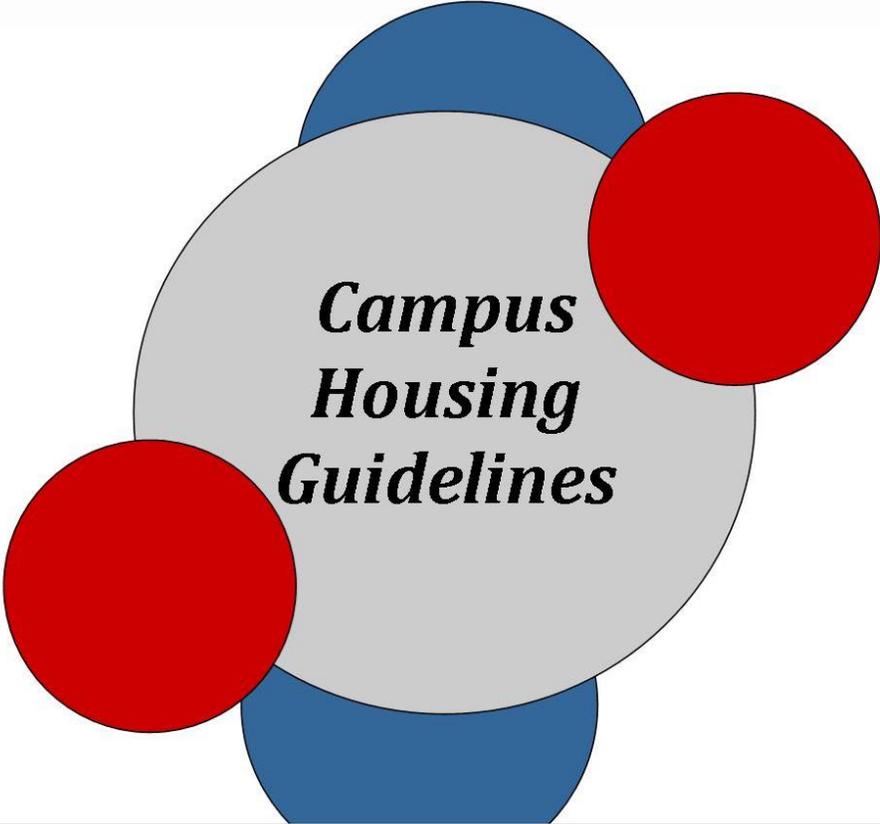


# H USING

SAINT MARY'S COLLEGE OF CALIFORNIA



*Campus  
Housing  
Guidelines*

**Policies and Procedures  
for Living on Campus**

# CAMPUS HOUSING GUIDELINES

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## CAMPUS HOUSING GUIDELINES

### WELCOME TO SAINT MARY'S COLLEGE CAMPUS HOUSING!

The Campus Housing Office is committed to providing excellent service to our prospective and current residents.

Our mission is to support the growth and success of our students. We will assist in providing you the resources you need to fully enjoy and benefit from your housing experience at the college. We have several different housing options for our students.

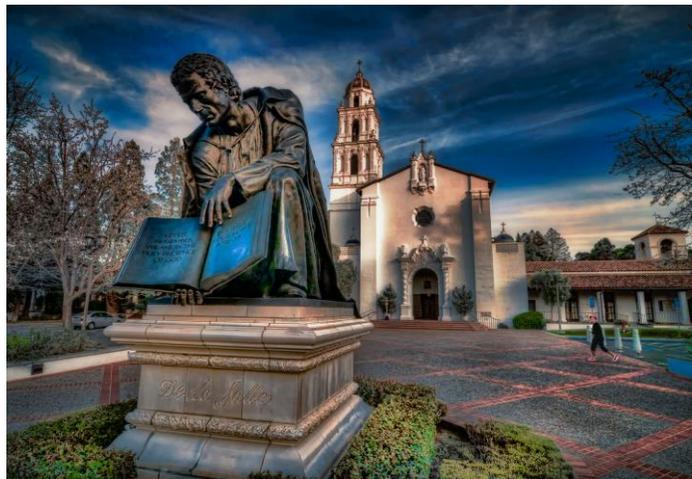
Saint Mary's students live in 22 different residence halls and townhouses which are located around the campus within a ten-minute walk or bike ride of most classrooms and campus facilities.

Living on campus gives you an opportunity to build connections with your peers and the campus community. As a student resident, you'll have access to undergraduate-student Resident Advisors (RA's) and professional Resident Directors (RD's) who are committed to enhancing your academic, social and spiritual growth.

Any questions regarding housing procedures should be directed to the Campus Housing Office at (925) 631-4241, or via e-mail at [housing@stmarys-ca.edu](mailto:housing@stmarys-ca.edu). You may also visit us in Ferroggiaro Hall #200, Monday – Friday, 8:30 am – 4:30 pm.

Campus Housing Office  
Saint Mary's College of California  
P.O. Box 5195  
Moraga, CA 94575-5195

Phone: 925-631-4241  
FAX: 925-631-0461  
Email: [housing@stmarys-ca.edu](mailto:housing@stmarys-ca.edu)



## CAMPUS HOUSING GUIDELINES

All students residing on campus are responsible for knowing and abiding by the guidelines contained in this booklet. Please read this information thoroughly and if you have any questions, contact your Campus Housing Office.

*Please Note: Policies occasionally change. Although we update our website regularly, this section may not contain the latest information. If you have any questions or concerns, please contact your Campus Housing Office.*

### **POLICIES AND PROCEDURES FOR LIVING ON-CAMPUS**

#### **Contract Terms/Your Residence Hall and Dining Services License**

Your Residence Hall and Dining Services License is a contract/agreement for the space you will occupy in campus housing during both semesters of the academic year. Under the license, you agree to established policies, procedures, and rules concerning the operation of residence halls. The provisions are detailed in the Residence Hall and Dining Services License, the Student Handbook and in this guide. Should changes occur that affect your agreement, information will be published via e-mail and/or disseminated by Campus Housing Office or Residential Experience staff.

Students who violate the provisions of the housing license, or are found responsible of violating college standards of conduct, are subject to college disciplinary action as well as the loss of campus housing privileges, monetary assessment for damages, and possible removal from housing. For specific college regulations, see your Student Handbook.

When you complete and sign your Residence Hall and Dining Services License, you acknowledge the terms and conditions of the Residence Hall and Dining Services License, which is a legally binding document effective for the entire occupancy period from August through May, which does not include the winter break. A Holiday Housing License allows students to stay on campus during the designated break period for an additional charge. Please contact the Campus Housing Office for additional information and eligibility.

#### **Withdrawal from the College and from Housing**

If it becomes necessary to withdraw from the college after the semester has begun, you must withdraw from campus housing as well. Arrange with the housing office to have your residence space inspected and to return the housing key. A housing withdrawal form will be required. You are obligated to return your key; billing will continue until your key is returned to the housing office. If your key is not returned, you will be charged for key replacement. If you have a meal plan, be sure to cancel that as well with the Campus Housing Office.

#### **Cancellations**

All signed Licenses are considered final and cancellations are not permitted except for the following reasons: (i) graduation; (ii) withdrawal from the College; (iii) academic dismissal; (iv) enrolling and participating in a College approved abroad program; (v) leave from the College. Housing cancellations must be received by the Campus Housing Office on or before

## CAMPUS HOUSING GUIDELINES

the first day of the semester. Entire semester fees are forfeited by students who take residency (move into an assigned space) and then terminate the license (move off campus).

### **Students Not Returning**

If you do not plan to attend classes during the spring semester, you must officially notify your housing office before you leave for winter break. Prompt notification and completion of checkout and key return will ensure charges are not assessed for the spring semester. You will be charged until your key has been returned or a lock change has been implemented. Please contact the Campus Housing Office or refer to your Residence Hall and Dining Services License for the specific deadline date. Failure to provide notice by this date will result in a \$450 late notification charge. Once the Spring Term begins you forfeit that term's fees and there will be no refunds. All check-out procedures must be followed including, but not limited to, scheduling a check-out appointment and returning the room key to your Resident Advisor on the last day of the Fall Term.

### **Assignment of Vacancies**

When a vacancy becomes available in any residence facility, the remaining occupants should anticipate assignment of another student. By keeping the residence facilities filled, Campus Housing can maintain the lowest possible room rates. A resident may not discourage another student from using such a vacancy through harassment, abuse, noise, or similar reasons. A student doing so may face reassignment or removal from housing.

### **Room Changes**

Some students may need to move from one residence facility or room to another during the academic year. If you want to relocate within campus housing, a room change request may be made to the Campus Housing Office. All room changes must be completed in this manner in order to avoid assessment of penalty charges and/or disciplinary action for an illegal room change.

Due to the high demand for on-campus housing, room changes are not always possible, but we do our best to accommodate a request for a change when we can.

When an issue arises between roommates, the first reaction is to request a room change. A room change should be the last resort, as often times working through the issue with your roommate(s) can have very positive results. If you have tried to work through the situation and have found no resolution, your next option is to meet with your Resident Advisor (RA) and/or Resident Director (RD). Your RA and RD may be able to provide some perspective that will lead to conflict resolution. In the event that a room change is necessary, it is then at the discretion of the Director of Residential Experience and the Assistant Director of Campus Housing. If your room change is approved, you will then meet with the Assistant Director of Housing in the Campus Housing Office.

In cases of irreconcilable roommate/suitemate incompatibility, the student filing the request will be required to relocate. The Campus Housing Office may relocate and group students as needed.

## CAMPUS HOUSING GUIDELINES

While there is no charge for a properly completed room change, sometimes a room change may involve a change in room rate. The Campus Housing Office will inform you of any rate change at the time the room change is processed.

### **Room Selection for the Next Academic Year**

The Housing Room Selection Process provides all current Saint Mary's students with the opportunity to sign up for on-campus housing for their sophomore, junior, or senior year. The application begins in February. Students must form their roommate groups, complete the online application, electronically acknowledge the terms and conditions of the Residence Hall and Dining Services License, and pay the Housing Deposit before the deadline in order to participate in Room Selection. For details please download The Housing Room Selection Process booklet from the Campus Housing website.

### **Summer Housing**

Instructions will be distributed during the spring semester to inform you of important dates and procedures to be followed in arranging for housing during summer session.

## **RESIDENCE FACILITIES INFORMATION**

### **Keys and Lockouts**

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, can contact Public Safety (925-631-4282) for assistance. Students locked out between 8:30 p.m. - 8:30 a.m. must contact their RA for assistance. Abuse of the lock-out privilege may result in disciplinary action and/or service fee assessment.

### **Personal Property Recommendations**

Saint Mary's College and Campus Housing are not responsible or liable for personal property or damages to personal property caused by vandalism, malicious mischief, negligence of other residents, electrical surges and/or water and steam damage from ruptures or discharges of pipes, sprinklers, appliances, plumbing, and sewers. We strongly recommend that you acquire tenants' insurance to cover your valuables and belongings.

Check to determine if your personal property is covered by your family's homeowner insurance while at college. Record serial numbers, model numbers, and similar identifying information for your stereo, television, computer, watch, or other items of value. Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room. Keep your room door locked at all times. Record the numbers and issuers of all your credit cards and bank accounts. Also record the telephone numbers of these firms to facilitate notification should your cards be lost or stolen. During closed hall periods, residents are strongly advised to take all valuables home!

## CAMPUS HOUSING GUIDELINES

### **Room Condition Report**

Your residence space is furnished with furniture designed expressly for this type of use and for the area in which it is placed. The care of your residence space and furniture becomes your responsibility upon occupancy. For that reason, we provide a *Room Condition Report* at the beginning of the occupancy. List any damage and determine that you have a full complement of furniture. Report any discrepancies in your Room Condition Report to the Campus Housing Office during the first week of occupancy. This will help avoid any misunderstandings and/or charges to you when it is time for you to vacate your room.

You should be comfortable in your room, so you may rearrange the furniture to your liking. Time constraints, reuse of our facilities, and labor costs require that when you leave, you must leave the room set up as it was when you first occupied it. Do not dismantle furniture or remove doors from closets; misuse of these items could result in injury, damage, and additional charges to you. Do not place furniture in front of a heating/cooling unit, within 18 inches of a sprinkler head or where it will obstruct passage out of your room or into the hallway. Stacking or propping beds may create a potential hazard to you and your roommates and is not allowed. Common area furniture may not be appropriated for use within rooms or suites.

Your room or suite, which should be left in “move-in clean” condition when you leave, will be inspected at the end of your occupancy. You will be charged for any damage, vandalism and/or if excessive cleaning is required.

### **Cable Television/High Speed Internet Access**

Our residence hall rooms and suites have cable television and high-speed Internet access. These fees are included in your housing fees. To report problems with cable service call Comcast directly at 1-800-856-2374. For computer connection repairs call CaTS Service Desk, 925-631-4266.

## **MAINTENANCE/REPAIR**

### **Room/Townhouse Cleaning**

We encourage you to keep your residence space reasonably neat and clean. For carpeted areas, you may borrow a vacuum through your Residential Experience staff member. Be careful with snack items, spilled food, crumbs, and open food containers can attract insects and rodents.

Suite and Townhouse residents provide their own cleaning supplies and are responsible for cleaning of areas within the common area, and bathroom. Townhouse residents are additionally responsible for cleaning the kitchen which includes the stove, oven, and refrigerator. Regular attention eliminates a difficult task when preparing to vacate your suite / townhouse which is to be left in "move-in clean" condition when you leave. You will be charged for major damage, vandalism, and/or if excessive cleaning is required.

## CAMPUS HOUSING GUIDELINES

### **Common Area Cleaning**

Bathrooms, lounges, corridors, stairwells, elevators, and similar common areas within the residence halls are cleaned regularly by janitorial staff. We appreciate your cleaning up after yourself and after social events to help maintain a desirable environment for all residents and their guests. Please be considerate of your fellow students and the janitorial staff in your building.

### **Repair and Maintenance**

Contact your Facilities Office if you have a maintenance or repair issue by phone or complete a work order request on the web site at: <http://www.stmarys-ca.edu/facilities-services/routine-maintenance>

If an emergency (no heat, burst pipe, etc.) occurs during office hours, please call your Facilities Services Office to report the problem so it may be handled immediately. More complex repairs, and those involving items not normally stocked, sometimes take longer. In these instances, your patience is appreciated. You may contact the Assistant Director of Housing if you experience an unusual delay.

When requesting a repair, the more specific you can be about the location, nature, and urgency, the easier it will be to identify the appropriate repair personnel to correct the problem.

### **Emergency Repairs after Office Hours**

Emergency repairs, such as a burst pipe, major water leak, electrical short, or broken lock, occurring after 4:30pm on weekdays and at any time on weekends or holidays, should be reported to Public Safety. Provide your name, telephone number from which you are calling, residence hall name, room number, and the nature of the emergency to the Public Safety Officer. For non-emergency maintenance requests after office hours, on the weekends or holidays, you can fill out a work order request on-line at <http://www.stmarys-ca.edu/facilities-services/routine-maintenance> or leave a voice mail message with the Facilities Office.

### **Housing Staff/Vendors**

Full-time staff and student workers of Campus Housing are required to wear an identification badge while on duty. Vendors, repair personnel, employees of service companies, and staff of other College departments must also display an identification card. If a non-resident is not wearing an ID and/or seems suspicious, notify Public Safety. Do not challenge a stranger's presence; use a telephone, preferably in your room to notify Public Safety.

### **Removal of Property**

Saint Mary's College is not able to store student belongings since our facilities are used year-round. Student property may not be left in residence halls once residency is terminated for any reason. At the end of the academic year, student property not claimed and removed by the first Monday after shutdown will be discarded.

## CAMPUS HOUSING GUIDELINES

### **RESIDENTIAL LIVING and HOUSING POLICIES and PROCEDURES**

Resident students and their guests are responsible for complying with the following policies and procedures, the Code, the Residence Hall and Dining Service License and other College policies. These policies are designed to be formative and educational. When an alleged violation occurs in the residence halls, staff or other students should report the alleged violation to their Resident Advisor (RA), Resident Director (RD), or to Public Safety.

#### **Balconies and Breezeways**

Furniture is not permitted on the balconies and breezeways. No more than six (6) persons may be on a townhouse balcony outside the suite of a townhouse at any one time. Breezeways are to be kept clear of all obstructions and stairways must always be kept clear for emergency use. Balconies, breezeways and patios must not be used as storage areas. Alcohol is not allowed on balconies, breezeways or patios, which are considered public areas. Barbecues, cooking and/or other appliances (including, but not limited to, refrigerators) are not allowed on balconies, breezeways or patios.

#### **Checking Into 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. No mail-in keys are accepted. 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.

#### **Cooking & Microwaves**

Cooking is not permitted in residence halls other than in those areas that are specifically designed or equipped for cooking by the College (i.e. townhouses and Residential Experience Staff residences). Kitchens in residence hall lounges are available for hall events and not intended for regular personal use. The heating of beverages, snacks, and popcorn in College approved microwaves is permitted. Students may use a personal microwave as long as it does not exceed 1,000 watts.

Saint Mary's College offers refrigerators to residents living in suite style and townhouse style residence halls. Microwaves are offered only to residents in designated suite style residence halls and lower townhouses. If anything goes wrong with a College provided microwave or refrigerator during the year, Facilities will replace the broken unit. Damages not considered normal use will be the responsibility of the resident(s) and will be billed accordingly.

## CAMPUS HOUSING GUIDELINES

Residents may independently bring their own units or rent from Micro101 Solutions, 1-800-348-0132.

### **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/Residents are strongly encouraged to consider purchasing personal property insurance to cover loss or damage to personal property or facilities.

### **Fire Safety**

All students are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, including but not limited to, fireworks, gunpowder, gasoline or propane is prohibited within the residence halls.
2. Tampering with fire alarms, smoke detectors or fire extinguishers is prohibited.
3. Propping open doors for any purpose other than emergency evacuation is prohibited.
4. Room doors, corridors, stairways, and building exits must be kept clear of obstructions at all times.
5. All students and guests must evacuate any building in which a fire alarm sounds.
6. Students who continually activate a fire alarm because of cooking may result in the initiation of the discipline process.

### **Furniture**

College owned and personal furniture must be positioned and used in a manner consistent with their intended purpose and design. Lost or damaged furniture is the responsibility of the residents of the room. No furniture may be stored on patio or balcony areas. Any personal furniture, trash or other belongings may be subject to removal at a cost to the resident. Students are not permitted to remove any College issued furniture from the room in which it is assigned and may not remove furniture from public areas and/or lounges to individual rooms. Students are not allowed to disassemble College furniture.

Similarly, window screens, curtains, curtain rods or other items affixed to any part of the room may not be removed or added to the facility. There is no storage for room furnishings. Residents will be charged for missing or damaged furniture. Residents are not permitted to loft, bunk or adjust the height of the beds; the Facilities staff must perform these functions.

### **Garbage**

Under no circumstances are students to place, or allow to be placed, trashcans or bags in the hallways outside student rooms or in stairways. Students are expected to empty their own trash on a regular basis and may be charged for cleanup of unreasonable messes. Recycling bins are provided for appropriate use. It is expected that trash be taken to the designated dumpsters located in parking lots near the residence halls.

## CAMPUS HOUSING GUIDELINES

### 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, Jan 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 5:00 p.m. on Thursday 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 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. First year student room assignments are made by the Campus Housing Office.

### Freshman 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 1st for the academic year and December 1st for students entering at the beginning of the January or Spring term. Students failing to submit an exemption request form 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 lessee 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 1st/December 1st deadline. Questions may be directed to the Dean of Students, at 925-631-4238.

## CAMPUS HOUSING GUIDELINES

*On-Campus First Year Students continuing as Sophomores:* First Year students who receive on-campus housing, remain in housing during their entire first year, remain eligible for housing and meet all necessary deadlines, are offered 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 the space available, 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 the Housing Room Selection Process**

Any student who is enrolled as a full time, continuing undergraduate student in good financial and disciplinary standing for the Spring term is eligible to participate in the Housing Room Selection Process. 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 during the Spring semester. Following the review of the probation status and gravity of the incidents(s) leading to disciplinary action, the Dean of Students will make a final determination of eligibility for participation in the room selection process. Affected students will be notified of ineligibility one (1) week prior to room selection. 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.

### **Hall Sports/Recreation**

Respect for the community involves respect for the building and its residents. Hall sports such as wrestling and dribbling or throwing balls/objects, skateboarding, roller-blading and bicycle riding are prohibited in all residence halls. Such activity is potentially damaging to fire and safety equipment, and could cause structural damage. Occurrences will result in a fine, charged to your student account for damages and/or student conduct action.

### **Noise**

The primary purpose of noise and quiet hour regulations is to create residence hall environments that promote rather than detract from effective study. Residents are expected to adhere to quiet hour and noise level standards, and be considerate of others' rights to sleep and study, regardless of the time of day. Quiet hours are in effect from 9:00

## CAMPUS HOUSING GUIDELINES

p.m. to 9:00 a.m. Sunday through Thursday, and from midnight to 9:00 a.m. Friday and Saturday. These hours may be lengthened to meet the needs of an individual floor.

During quiet hours, noise from stereos, radios, TVs, voices or any other identifiable source should not be heard outside of or between any residence hall rooms. Twenty-four (24) hour quiet hours begin the Friday before the first final exam of each semester through the close of the residence halls. All other hours are courtesy hours (students should comply if a staff member or another student asks for quiet).

### Noxious Odors

Any odor or aroma (including, but not limited to, cigarettes, cigars, pipe smoke, perfume, air freshener, dirty laundry, stink bombs) of such intensity that it becomes apparent and/or offensive to others is prohibited.

### Prohibited Items

Any type of firearms, air pistols/rifles, "bb" guns, slingshots, bow and arrows, explosives, fireworks, candles, incense, flammable fluids or gases, dangerous chemical mixtures, propelled missiles, smoke bombs, sparklers, large knives, martial art or other weapons, and/or other flammable are prohibited in the residence halls and may result in fines and/or disciplinary action if found.

Other examples of items or prohibited in College housing include, but are not limited to, the following:

- Open flames candles sun lamps incense hookahs or any device capable of producing an open or enclosed/contained flame or odor
- Large holiday/string lights
- Cinder blocks
- Stolen merchandise including, without limitation, items such as milk cases, street signs, etc.
- Motorcycles, motor bikes and any type of gas powered engines located in the housing units
- High-resistance electrical appliances (including but not limited to, hot plates, space heaters, heating coils, electric blankets, sunlamps, halogen lamps and toaster ovens
- Water-filled furniture
- Exterior antennas and satellite dishes
- Outdoor clotheslines
- Metal tipped dartboard sets
- Dead plants or trees
- Drum sets or any musical equipment connected to an amplifier
- Any attachments to interior/exterior walls and doors other than those provided by the College
- Extension cords without a UL approved circuit breaker

### 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.

## CAMPUS HOUSING GUIDELINES

### Right of Entry

The College will respect students' right to be free from unreasonable searches and intrusions into student living area. However, authorized personnel may enter a student's residence with or without notice under certain circumstances. The college reserves the right to enter and search a student's room or apartment for reasons pertaining to health, safety, general welfare, necessary repairs or improvements and/or to insure compliance with College policies and guidelines. College personnel also may enter a student room on the premise that an action violating college policies or state or local law did or is about to take place.

### Room Decorations

Residents are expected to leave the room in the same condition as when they moved in. Residents will be charged for damages or unauthorized alterations to their living space. Additionally, students should not have or display candle, alcohol bottles, or any other prohibited item(s) as room decorations.

### Room Occupancy

No more than two (2) guests per resident in dormitory style building (Central and Canyon areas) or more than fifteen (15) people in a townhouse style building (Becket, More and other townhouses), are permitted at any given time.

### Smoking

Saint Mary's College promotes and fosters the health, safety, and comfort of all members of the residence hall community. Smoking is not permitted in residence rooms, on the breezeways, or in public areas of the residence halls (hallways, lounges, etc.). Also, students who smoke are asked to be mindful of their location with regards to open doors and windows, and to insure that smoking materials are disposed of properly. Any room damages created by smoking within the room would be the responsibility of the residents of the room.

### Visitation and Overnight Guests

Visitation by members of the opposite sex in individual student rooms is permitted during the hours of 9:00 a.m. to 2:00 a.m. only. In compliance with College policy, personal guests of students should restrict the length of their campus visits, except in emergency situations. Students are not permitted to bring minors under the age of 18 into their residences. Only guests of the same sex are permitted to stay overnight in a resident's room, with the advance permission of the roommate/suitemates, and after having notified the residence hall staff. No overnight guest may stay in the halls more than three (3) nights in a seven (7) day period and no overnight guest will be permitted for more than twelve (12) days total in any given academic year. Overnight guests are not permitted during final examination days or during vacation periods and other days established by the College.

### SPECIAL HOUSING REQUESTS

Students who require special housing accommodations must register with [Student Disability Services](#).

## CAMPUS HOUSING GUIDELINES

Reasonable and appropriate accommodations are extended to eligible students in an effort to create an equal opportunity to enjoy and participate in Saint Mary's educational programs and campus life.

All student accommodations, including but not limited to, registration, housing, and classroom accommodations are extended through the office of Student Disability Services. Students with disabilities are encouraged to contact the Student Disability Services Coordinator at (925) 631-4358 to set up a confidential appointment to discuss accommodation guidelines and available services.

### **PUBLIC SAFETY POLICIES**

Public Safety is responsible for safety and security programs, crime prevention, parking control, lost and found and escort services on campus property. Public Safety officers patrol the campus; respond to reports of crimes, fire alarms, medical emergencies and requests for assistance; and enforce campus traffic and parking regulations. While the Moraga Police Department is the official governmental law enforcement agency for the Saint Mary's campus, the Department of Public Safety, as a non-sworn security organization, provides the day-to-day, 24-hour security and safety presence on campus. The College requests that all crimes be reported to the Department of Public Safety. While the Department of Public Safety contacts the Moraga Police Department for further investigation and follow-up on criminal matters as appropriate, all victims of crimes retain the right to contact the Moraga Police Department directly for any criminal matter.

Contact the Department of Public Safety for more detailed information concerning campus parking and vehicle use regulations. Parking information and violation fines can be found on the Public Safety website: <http://www.stmarys-ca.edu/about-smc/public-safety/parking-permits-and-policies/index.html>.

### **Emergency Telephones**

The College has installed emergency/courtesy phones throughout campus. You can use these phones for emergencies, to dial outside of the campus, or to call others on campus especially in the following situations: Call Public Safety for an escort to your room; report suspicious behavior or unsafe conditions on campus; or if you are sick or injured.

They have provision for rapid direct-dial to Public Safety and indicate to the Officer the origin of the call, should the caller be unable to speak. The number is automatically dialed by pressing the red emergency call button. By simply removing the receiver from the hook; this will ensure police awareness of your location even if no message is transmitted.

### **STUDENT SERVICES AND POLICIES**

#### **Identification Cards**

Incoming students are issued a photo ID card on the first day of the term. Photos for the ID cards are taken at orientation. The ID card is valid for the estimated four years of attendance at Saint Mary's College and provides various privileges/discounts. The ID card

## CAMPUS HOUSING GUIDELINES

provides picture id, serves as the student meal card, and provides library access and admission to College events.

Because the card is issued for four years, students may also be checked to a current registration listing. Students who are not registered are not eligible to utilize the privileges/discounts of the ID card. The Business Office issues replacements for lost ID cards Monday - Friday, 9:00 a.m. to 5:00 p.m. for \$10. If the ID is also used as a meal card, it will cost \$25.00 to have a meal card reissued. Replacement cards will be available for pick up within three business days. Please care for your ID card as you would a government issued driver's license or a credit card. Battered or torn cards will not work effectively.

### **Laundry Services**

CSC Service Works provides laundry machines which accept credit/debit cards and quarters for hassle-free laundry payment.

Through a laptop, phone, or tablet students can monitor status of their common area laundry rooms, access real-time information about washer and dryer availability, and receive phone or e-mail alerts when their laundry is done or machines become available.

Remote laundry monitoring is just one of the many ways that CSC Service Works applies the latest technology to make doing laundry easier and more efficient. Check the status of your laundry from your room computer or smartphone by visiting [www.laundryview.com/smcc](http://www.laundryview.com/smcc). Access real-time information about washer and dryer availability, and receive text or e-mail alerts when laundry is done or machines become available.

#### Payment

On-campus laundry machines are equipped to accept debit cards and coins for hassle-free laundry payment. Typically, machines charge \$1.25 to wash and \$1 to dry, though these prices fluctuate depending on cycles chosen by the student.

#### Laundry Room Locations

There is a laundry room in each of these buildings:

Mitty, More, Augustine, Assumption, Aquinas, Ageno East, Ageno West, Sabatte, Siena, Syufy, Thille, Frietas, Guerrieri East, and Guerrieri West

There is a laundry room on each floor of these buildings:

Claeys North and South, Ageno A, B, & C

### **Mail**

Undergraduate student mail is delivered to boxes located in the campus post office. Advise your family and friends to use the campus post office box assigned to you so that your mail will not be delayed. Post office boxes are assigned to students by the Post Office. Remember to complete a change of address form when leaving campus for extended periods (summer vacation, semester off, Study Abroad), or when relocating so that your mail can be forwarded.

## CAMPUS HOUSING GUIDELINES

P.O. boxes are assigned to ALL undergraduate resident students of SMC. If a student does not want their assigned P.O. Box, they should contact the Post Office directly to close the box and avoid charges.

Any questions regarding the policies and procedures should be directed to the Post Office.

Campus Post Office  
Cassin Student Union  
925-631-4882  
Open Monday - Friday, 12:00 noon - 4:00 pm

### **DINING SERVICES**

Saint Mary's Dining Services has a meal program designed to meet your individual needs. We know you're busy with classes, sports, clubs and service activities, and we make sure that you can find a nourishing and enjoyable meal or snack when you need it.

Students are required to present their valid SMC student identification card when they enter the dining hall.

### **Changes and Cancellations**

All students living in the traditional style and suite style residence halls must purchase a meal plan. They may choose from the Basic 8, Traditional 10, Classic 14, or Carte Blanche. Students living in townhouse style residence halls are not required to have a meal plan, or they may choose the 5 meal plan.

You are able to increase your meal plan at any time. However, to decrease your meal plan you may **only** do so through the first two weeks of the semester. Once you have turned in the request, it takes at least 48 hours for that request to be updated.

If you wish to make any changes to your Meal Plan, you may download a copy of the Meal Plan Change Request Form from the Campus Housing website or pick one up in the Campus Housing Office during our business hours.

Partial refunds will be credited to eligible students voluntarily withdrawing during the semester.

### **Seconds Policy**

You never have to be too shy to ask for seconds with our Campus Dining Program. Our generous policy allows for a second helping of many menu favorites. All you have to do is ask!

### **Dietary Needs**

Do you have particular dietary needs? No problem! Our Campus Dining Services Program can accommodate your special dietary requirements. For more information, please contact our General Manager at x4378.

## CAMPUS HOUSING GUIDELINES

### Removal of Property from Dining Halls

Plates, glasses, silverware, etc. are property of Dining Services and may not be borrowed or removed from the dining halls.

### Courtesy

Students are expected to be courteous to fellow students and Dining Services personnel. Breaking in line is prohibited. All students and guests are required to enter at the end of the line and proceed in turn.

### Self-Busing

One of the main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, students and guests are required to clear their table and deposit trays in the proper location before leaving the dining hall.

### Meal Plan Options

Saint Mary's College contracts with the Sodexo Corporation to provide food service in Oliver Hall, Café Louis, and for many of the student socials. The College offers breakfast, lunch, dinner and late night during the week, and brunch and dinner on weekends. The Late Night Dining Program offered nightly gives students a break from studying and a place to gather with friends and have a sandwich, grab a burger, have some cereal, or enjoy ice cream. Here is a list and description of our meal plan options:

#### *Carte Blanche*

This meal plan offers the most freedom and flexibility. It is designed for the student who eats a number of meals and snacks throughout the day. There is no limit to the number of times the customer can enter the dining hall. Whether the customer eats a full meal, grabs snacks between classes, or after a long night studying decides to come by for a late night dining, this is a full value meal plan. Because of its unlimited characteristics, customers are restricted from taking food from the dining hall. The full value the customer receives from this plan is based on individual eating patterns. Carte Blanche also adds greater flex and variety with the addition of flex dollars.

- \$75.00 in Flex-Dollars per year
- Unlimited access to Oliver Hall
- Best Value
- Late night snack is available with this plan
- Great place to meet friends

#### *Classic 14*

Guaranteeing 14 all you can eat meals each week of the semester. This means you can enter the dining hall 14 times during the week. You have the opportunity and flexibility to use the 14 entrances at the convenience of the customer. Customers are restricted from removing food from the dining hall. Flex-Dollars are included with this plan and may be used in the dining hall to take a friend to dinner, Cafe Louis and other retail outlets.

- \$75.00 in Flex-Dollars per year
- Limited to 14 entries per week

## CAMPUS HOUSING GUIDELINES

- Unused entries do not carry over from week to week
- No refunds will be given for unused entries
- Late night snack is included with this plan

### *Traditional 10*

For the light eater. The 10 plan guarantees all you can eat meals each week of the semester. Customers are restricted from removing food from the dining hall. Flex-Dollars are included with this plan and may be used in the dining hall to take a friend to dinner, Cafe Louis and other retail outlets.

- \$150.00 in Flex-Dollars per year
- Limited to 10 entries per week
- Unused entries do not carry over from week to week
- No refunds will be given for unused entries
- Late night snack is included with this plan

### *Basic 8*

A basic needs plan for those who will eat in the Dining Hall occasionally. Give you 8 all you can eat meal each week during the semester. Customers are restricted from removing food from the dining hall. \$150.00 per year in Flex-Dollars are included with this plan. This is a great plan for commuter students.

- \$150.00 in Flex-Dollars per year
- Unused entries do not carry over from week to week
- Limited to 8 entries per week
- No refunds will be given for unused entries
- Late night snack is included with this plan

### *Townhouse 5*

A townhouse needs plan for those who live in the townhouse style residence halls and will eat in the Dining Hall occasionally. Gives you 5 all you can eat meal each week during the semester. Customers are restricted from removing food from the dining hall. \$100.00 per year in Flex-Dollars are included with this plan. This is a great plan for commuter students. *Available for townhouse and off campus students only.*

- \$100.00 in Flex-Dollars per year
- Unused entries do not carry over from week to week
- Limited to 5 entries per week
- No refunds will be given for unused entries
- Late night snack is included with this plan

## **Gael Flex Dollars**

Saint Mary's College and Sodexo created the "Gael Flex" program to be the ultimate compliment to your college experience.

## CAMPUS HOUSING GUIDELINES

Your Saint Mary's ID card can be used for dining on campus, but we realize that students and parents want more. So we partnered with your favorite off-campus merchants to give you the ultimate flexibility, variety and value you deserve.

Your Saint Mary's ID can be used like a debit card. The card gets swiped at the time of purchase at a participating location, the amount is deducted from your "Gael Flex" account and the balance is automatically adjusted. No more digging into your spending money, late night stops at the ATM or charging up credit cards. You can swipe your card all over campus and at participating merchants to pay for the things you eat every day.

Use your "Gael Flex" account on and off campus and get more spending power:

- Accepted at Cafe Louis and Oliver Hall and off campus at select merchants
- Special on and off-campus discounts and promotions, when available
- Flexibility to eat when and where you want
- Easy to budget, track and add money
- Allows for on- and off-campus usage
- Safer than cash or credit cards
- Parent peace-of-mind
- Your Saint Mary's ID does it all

## COMMUNICATIONS

As a resident, you should keep yourself informed about changes to policies and procedures, events and deadlines by regularly checking the bulletin boards in your building, reading the student newspaper and emails that you receive from college sources. The following methods are used to aid in dissemination of information:

- Official Notice emails sent to students and on-campus residents.
- Special notices placed in college newspapers, electronic bulletins and digital signage

# CAMPUS HOUSING GUIDELINES

- announcing deadlines with which you must comply.
- Memos announcing events, important dates, and similar information placed on bulletin boards in residence facilities throughout the year.
- Flyers distributed to each room by housing staff and/or Residential Experience staff to communicate important information to each resident.
- Members of the Residential Experience staff disseminate reminders and announcements at hall and floor meetings.



## Campus Resources

SMC Sexual Assault Crisis Response Team .....	925-878-9207
Coordinator of Sexual Assault, Awareness, Outreach and Education .....	925-631-4193
Advocacy, support, information, and resource referral (Mitty Hall, Ground Floor)	
Women’s Resource Center .....	925-631-4171

# CAMPUS HOUSING GUIDELINES

Information, advocacy and resource referral (Mitty Hall, Ground Floor)

Dean of Students (Title IX Deputy) ..... 925-631-4238  
Information about the discipline process & list of advisors (Ferroggiaro Hall 200)

Public Safety Department  
Emergency ..... 9-1-1 OR 925-631-4282

General Information/Administration ..... 925-631-4052

Counseling Center ..... 925-631-4364  
Confidential Counseling services, support and information (Augustine Hall, Ground Floor)

Health and Wellness Center ..... 925-631-4254  
Medical and information resource (Augustine Hall, Ground Floor)

Title IX Compliance Officer ..... 925-631-4212

Coordinator of Community Life ..... 925-631-4238

## Community Resources

Contra Costa County Crisis & Suicide Intervention ..... 1-800-833-2900  
24 hour Hotline

Community Violence Solutions ..... 1-800-670-7273  
(Contra Costa Rape Crisis 24-Hour Hotline)

National Sexual Assault Hotline ..... 1-800-656-HOPE  
(4673)  
[www.RAINN.org](http://www.RAINN.org)

STAND! Against Domestic Violence..... 1-888-215-5555  
24-hour crisis counseling and emergency resource

Moraga Police Department (24-hour number) ..... 925-284-5010