**Public Safety**

Public Safety is our campus security and are available 24 hours a day to all students. You should contact them in all emergency situations, if items are lost or stolen, or if injuries occur. They can be reached at 925-631-4282.

**Parking Permit**

Parking permits may be obtained in the Public Safety office located in Assumption Hall. All cars must be registered with this office to avoid costly parking fines!

**Work Order Request**

If you're experiencing any problems with the physical state of your room, you may submit a work order request form. This form will go to Facilities Services and they will fix it the first opportunity they have. Make sure that you are very specific about where and what needs attention and follow up with the department. You must submit your request at: [www.stmarys-ca.edu/facilities-services/routine-maintenance](http://www.stmarys-ca.edu/facilities-services/routine-maintenance). The password is gaels.

**Laundry**

There are laundry rooms in Mitty, Augustine, and Assumption halls. WASH Laundry Services provides machines which accept debit and credit cards directly into the machine for hassle-free and cashless payment. Remote laundry monitoring is just one of the many ways that WASH applies the latest technology to make doing laundry easier and more efficient. Check the status of your laundry from your room computer by visiting the WaveVision web site. Get an email or text message when your laundry is complete. [www.washview.com](http://www.washview.com)

If you are experiencing any problems with the facilities, you may contact WASH Laundry Services directly to see that the problem is fixed. Make sure you know the washer or dryer reference number before calling. WASH Laundry Services 800-824-7780.

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**Housing During Holiday Breaks**

Residence halls close during the Winter break. Students are expected to leave the residence halls within 24 hours after their last final, or 5:00 p.m. on the Thursday of finals, whichever comes first. You do not need to move out, however you should take any items that you will need during the break as the rooms are not accessible to students until the halls re-open at 12:00 p.m., the Sunday, prior to the start of Jan Term. Students may request to remain on campus and are charged a fee for each night spent. Information about placing this request will come from Campus Housing as the date approaches. During all other breaks, residence halls remain open and students are welcome to stay, however, **Oliver Hall is closed for meals** so students would need to make alternate plans for food. There are RA’s available to assist students during this time, though it may not be their regular Resident Advisor.

**Lost & Found**

There are lost and founds located in the Library, Campus Housing Office, and the most frequently used one is located at the Public Safety kiosk at the entrance to campus.

**Thinking about living on campus next year?**

There will be a Housing **Room Selection Process** in the Spring to determine housing for the next academic year. You will have the opportunity to select specific buildings and roommates. Please pay attention to emails and notices from your RA for further information.

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**Saint Mary's College**
Campus Housing Office
P.O. Box 5195
Moraga, CA 94575
Business Hours: Monday—Friday
8:30 am-4:30 pm
Ferroggiarro Hall, 200
Phone: 925-631-4241
Fax: 925-631-0461
E-mail: housing@stmarys-ca.edu
[stmarys-ca.edu/living-on-campus/campus-housing](http://stmarys-ca.edu/living-on-campus/campus-housing)
Welcome to Saint Mary’s College
Campus Housing!

Welcome to a new and exciting living experience. We are happy that you will be joining us on campus and hope that during your time living in residence you will feel completely at home.

The Campus Housing Office is committed to providing excellent service to all of our residents. We work to provide safe, accessible, well-maintained facilities and respond to students’ changing needs.

As a resident there are several important things you should know.

FIRST STEP:
Introduce yourself to your hall Resident Director (RD) & Resident Advisor (RA). They will play an integral role in helping you build community in your new home.

The goals of the RD and RA are to:
- Promote and maintain a positive living environment for all residents.
- Fulfill the role of peer advisor, role model, administrator, and policy enforcer.
- Facilitate the personal, social, and academic development of their residents.

But most importantly they want you to have FUN! So be sure to attend your first hall meeting and have a great year!

Roommate Conflict
At the beginning of the semester, the residents of your room will complete a “Roommate Agreement” which will guide your discussions about sharing a space with one or more students. If problems arise that you did not anticipate, you should first communicate with your roommate(s) about what is and is not working. Your RA is a great resource to work out any conflicts, plus they can help you revisit your agreement. Your RD is another great resource to help with this mediation. For more information visit http://www.stmarys-ca.edu/student-life/room-changes.

DECORATE, DECORATE, DECORATE!
Your room should be a space of your own. Showcase who you are through posters, art, bedding, etc.

While decorating we suggest using poster clay, masking tape or small tacks that will not damage the paint. In addition, please do not hang anything from the ceiling.

Please note the following items are NOT allowed in our residence halls:
- Pets of any kind, including fish.
- Bars
- Hammocks
- Lofts
- Wall-mounted televisions
- Amplified musical instruments and drums
- Gas powered scooters
- Waterbeds
- High-resistance electrical appliances (including but not limited to, hot plates, space heaters, heating coils, electric blankets, sunlamps, halogen lamps and toaster ovens)
- Lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor.

Please see the Undergraduate Student Handbook for more details.

Technical Support—ITS / Comcast
For computer, and connectivity issues call ITS Help Desk for support at 925-631-4266. For Comcast problems, call 1-888-895-6504.

Lounges
Lounges are a great spot to hang out with friends, study, and build community within your hall. Some buildings share just one lounge, while others have one lounge on each floor. The lounge is for everyone. Your RA may hold meetings and hall programs in this space periodically. Most lounges have a TV and DVD player for the hall’s use.

www.facebook.com/SMCampusHousing

Meal Plan Change
If you live in Central Campus or Canyon buildings you are required to have a meal plan. You have many meal plan options: 8, 10, 14, or Carte Blanche (unlimited) meals per week. If you live in a Townhouse you also have a 5 meals per week plan but keep in mind you are not required to have a meal plan in the townhouses. If you feel that your meal plan is not enough for you, you may increase your meal plan at any point in the semester. However, you may decrease your meal plan only during the first two weeks of the semester. To make alterations to your meal plan, complete a “Meal Plan Change Request Form” online at http://www.stmarys-ca.edu/student-life/housing-forms.

Lost Key/Locked Out
If you lose your keys, you may obtain new keys in the Campus Housing Office for a fee of $50 per key.

If you are locked out of your room you should first contact your roommate to get back into the room. If you are unable to find your roommate between 8:30 am and 4:30 pm, please go to the Campus Housing Office to obtain a temporary key. You may keep this key for 24 hours before you are charged the cost of the key ($50 per key).

If you are locked out between 4:30 pm and 8:30 pm, contact your RA. If they are unable to assist, please contact Public Safety at 925-631-4282. Between 8:30 pm and 7:30 am you should contact the RA on duty. Between, 7:30 am and 8:30 am please contact Public Safety.

Health and Safety Inspections
Health and Safety inspections happen once during the Fall and once during the Spring. Your RA goes through the condition of your room and verifies that your living conditions are both safe and healthy. At this time they also verify that there are no illegal items and oversee the general condition of the room. They will give you more information as the time for inspection gets closer.