

# Your Guide to Community Living On-Campus

## ST. MARY'S UNIVERSITY



OFFICE OF RESIDENCE LIFE

210-431-4312

[www.stmarytx.edu/reslife](http://www.stmarytx.edu/reslife)

[reslife@stmarytx.edu](mailto:reslife@stmarytx.edu)

A Catholic and Marianist Liberal Arts Institution

# Campus Directory

Student Life Office.....	(210) 436-3714
• Dean of Students.....	(210) 431-4396
• Director of Judicial Affairs.....	(210) 431-4396
• Student Activities and Transition Programs.....	(210) 436-3436
• Residence Life.....	(210) 436-4312
<b>Residence Hall Directors</b>	
Chaminade Hall.....	(210) 436-3478
Dougherty Hall.....	(210) 436-3936
Founders Hall.....	(210) 436-3909
Lourdes Hall.....	(210) 431-8093
Marian Hall.....	(210) 431-2103
Outback.....	(210) 431-2158
Treadaway.....	(210) 436-3053
Residence Hall Association (RHA).....	(210) 436-3475
<b>Other Campus Numbers</b>	
Academic Advising.....	(210) 436-3736
Athletics.....	(210) 436-3528
Bookstore.....	(210) 436-3406
Business Office.....	(210) 436-3731
Center for International Programs.....	(210) 431-8067
Civic Engagement and Career Development Center.....	(210) 431-2108
Disabilities Office - Dr. Rhonda Rapp (Coordinator).....	(210) 436-3135
Financial Aid.....	1-800-367-7868 or (210) 436-3141
Graduate School.....	(210) 436-3101
HELP DESK.....	(210) 436-4357
Honors Program.....	(210) 436-3201
Law Admissions.....	(210) 436-3523
Law Financial Aid.....	(210) 431-6743
Mail Center.....	(210) 436-3735
Registrar.....	(210) 431-6789
Student Health Center.....	(210) 436-3506
Student Government Association/SGA.....	(210) 436-3403
Student Psychological and Testing Services.....	(210) 436-3135
Student Organizations.....	(210) 436-3726
Undergraduate Admissions.....	(210) 436-3126
University Center.....	(210) 431-5095
University Ministry.....	(210) 436-3213
University Police - Emergency.....	(210) 436-1911
University Police - Non Emergency.....	(210) 436-3330
University Police - Parking/Traffic.....	(210) 431-6754
Wellness and Recreational Sports.....	(210) 436-3997

For a complete list of campus contact information please refer to our website directory at:  
<https://www.stmarytx.edu/the-employee-directory/>

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## Residence Life Contact Information



**Location:** University Center, 2nd Floor  
 Student Life Office  
  
**Hours:** Monday-Friday 8 a.m.-5 p.m.  
  
**Phone:** 210-431-4312  
**FAX:** 210-436-3300  
**E-mail Address:** [reslife@stmarytx.edu](mailto:reslife@stmarytx.edu)  
**Mailing Address:** One Camino Santa Maria, Box 77  
 San Antonio, TX 78228-8577

# Mission Statements

## St. Mary's University Mission Statement

St. Mary's University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

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## Mission of the Office of Residence Life

The Office of Residence Life at St. Mary's University is a component of the Student Development Division shaped by Marianist traditions. Residence Life provides residence halls that are communities which develop students' life skills and personal responsibility and serve as transitional environments to future roles and service to society.

### Shaped by Marianist Traditions

The Marianist family includes members of the Society of Mary (founded in 1817 by Blessed Father William Joseph Chaminade), the Daughters of Mary Immaculate (founded in 1816 by Adele de Batz de Tranquelleon) and various communities of lay men and women. Being shaped by Marianist traditions means educating students as Individuals; fostering awareness of personal values and moral responsibility; invoking a dialogical family spirit; and creating a community of faith.

### Provide Residence Halls that are Communities

Residence halls must provide a physical environment in which community can grow. Within the Marianist tradition, a community is viewed as an extended family. The community within the residence halls offers a variety of different relationships among various populations. The community includes and is supported by staff, faculty, administrators, family and friends. Respect for individual differences and the understanding of diversity are key elements in the development of community in the residence halls at St. Mary's University.

### Develop Students' Life Skills and Personal Responsibility

Living on campus provides many opportunities to discover and develop one's own gifts and talents. The Office of Residence Life works with residents to cultivate these gifts and talents into life skills. Residents will face challenges of personal responsibility as they mature into independent adults. Embracing the University's academic endeavor to create students who are intellectual and critical thinkers, the residence halls provide a challenging, yet supportive environment for the residents' development and growth.

### Serve as Transitional Environments to Future Roles and Service to Society

The residence halls are but a foundation to a life beyond St. Mary's University. Residents will discover a variety of leadership opportunities that will become essential for future roles. Involvement in service experiences offered to residents will enable them to become integral, contributing members of society.

### Cultural Diversity in the Residence Halls

St. Mary's University is a diverse community of people from varied racial, ethnic and class backgrounds, national origins, religious and political beliefs, and physical abilities. The Residence Life Office believes that accepting one another and the protection of human dignity enriches life at St. Mary's in activities, in programs, in the classroom, and in everyday experiences. The goal of the Residence Life Office is to create an environment of community and individual respect where differences are appreciated and celebrated.

# Residence Life Professional Staff



## Central Office

The Residence Life Office is located within the Student Life Office on the second floor of the University Center. The staff includes the Director, an Associate Director, two Assistant Directors of Residence Life, the Administrative Assistant and student staff.

## Director of Residence Life

The Director of Residence Life is responsible for managing twelve residence halls and supervising the Residence Life staff. The Director manages the budget, and the overall vision and direction of the Office of Residence Life.

## Associate Director of Residence Life

The Associate Director of Residence Life – Operations is responsible for day-to-day maintenance and renovations of Residence Life facilities. The Associate Director is also responsible for housing operations, resident assignments, and data management.

## Assistant Directors (ADRL)

The Assistant Directors' roles involve supporting the student development program of the Office of Residence Life. Their primary responsibilities are staff selection and training of professional, paraprofessional, and support staff. Additionally, they supervise hall directors, oversee the coordination of Residence Life publications, and collaborate residence hall education and services.

## Administrative Assistant

The Administrative Assistant is responsible for the management of front office operations including maintaining student information files and budget, assists office visitors with questions and problems regarding Residence Life to include housing assignments, billing, mail delivery and other concerns.

## Residence Hall Director (RHD)

The RHD is responsible for the development of a high quality living and learning community resulting in educational, spiritual, social, physical and cultural growth for the individual student and the community as a whole. The RHD trains the student staff, provides overall direction for a residential area and keeps office hours for advising and meeting with individual students and groups. Please check with your RHD regarding their office hours and how best to reach them either by email, office phone, or leaving a note with the hall assistant.

# Residence Life Student Staff

Student Staff at St. Mary's University are a central component to our Residence Life program. They go through a thorough selection and training process in order to help them be fully prepared to help our residents throughout their transitions and development in college.

## Resident Assistants (RA)

RAs are student leaders that are selected and trained on a variety of topics to help residents in their transitions through college. They live in the halls with the residents and provide assistance to students who are having roommate conflicts, need maintenance repairs, need help finding offices around campus, and are looking for ways to get involved around campus. RAs organize programs for their residents based on the characteristics of a Marianist Education: Formation of Faith, Quality Education, Family Spirit, Service, Justice and Peace, and Adaptation and Change.



An RA is on duty in each residential area from 7 p.m. each night to 2 a.m. each morning while school is in session, including short break periods. The RA will conduct rounds in the building during this time and report any incidents or safety concerns that occur to the Hall Director. Additionally, an RA will be at the front desk and/or Hall Office each night from 7 p.m. to 10 p.m.

## Community Coordinators (CCs)

Community Coordinators are student leaders hired because of their direct experience with the living learning community they are assigned. They live within that community and work closely with faculty and staff to develop the program and plan activities related to topic area. Community Coordinators also provide a variety of activities to help with the formation and development of the community, and are tasked with keeping community members up to date with programs and events.



## Hall Assistants

Hall Assistants are students hired through our University work study program that provide support to the Residence Hall Director in their role of managing the operations of a hall office. They often serve as a receptionist for the hall office, answering phone calls and questions received about the residence hall and campus resources. Interested in learning more about working as a hall assistant? Contact the Office of Financial Aid to find out if you qualify for work study and any available openings for hall assistants.

## Summer Assistants

Summer Assistants are seasonal live on positions hired jointly by the Office of Residence Life and Summer Conferences. Summer staff members help coordinate summer conference groups staying in the residence hall, serve on-call, complete desk hours, and plan programs for the resident students staying on-campus.

# Getting Involved

Residents can get involved on-campus in a variety of ways, including joining organizations like Residence Hall Association, taking on leadership positions in a Residence Hall Council, attending halls programs that RAs plan, joining hall intramural teams, or joining a living learning or themed living community.

## Residence Hall Association

The Residence Hall Association (RHA) is a student organization that represents all students living on campus. As the students' voice to the Residence Life Office, RHA promotes the welfare and interests of residents, provides leadership skill development, and plans programs and activities for all residents. RHA is affiliated with the Southwest Affiliate of College and University Residence Halls (SWACURH), and the National Association of College and University Residence Halls (NACURH). The RHA hosts the Annual Boo Bash every October and weekend programming throughout the year. To become involved in RHA you can contact your hall director to obtain more information about upcoming meetings and events.



## Hall Councils

Hall Councils are a branch of RHA, in which each hall has a team of student leaders that address the concerns of that hall/area and develop programs to enhance the quality of life for residents. Meetings are open to all hall residents, and although some differences exist by hall/area, most hall councils have appointed officers and representatives from each floor or building. Hall Council participation provides residents an avenue to share opinions about decisions that impact residents and to help impact the social, recreational and cultural needs for the residential community.

## Hall/Floor Meetings

Each residence hall will host at least two meetings per semester so that staff can share important information with the residents. These meetings also allow residents to get to know people in their building they haven't met yet. Make sure to read your emails and pay attention to postings in the hall to stay informed about upcoming hall or floor meetings.



## Annual Boo Bash

For over 25 years, RHA and the hall councils host Boo Bash, a Halloween event for local children and their families to enjoy an evening of trick-or-treating on campus. The residence halls are decorated and residents dress up as a part of a theme for a kid-friendly or scary hall. Children and their families tour the halls, trick or treat, and enjoy a safe Halloween. This is a large scale event with over 500 children in attendance and is only made possible with the help of residents across campus.

## Hall Programs and Campus Events

Throughout each semester the Residence Life staff in each of the halls plans various programs and activities for you to participate in to help you meet other residents in the building and learn valuable skills. Examples of programs can be anything from movie nights to bible studies. The residents in the halls also attend university wide events together such as sporting events and campus lectures. If you have an idea or want to plan a program yourself let the staff know and they will help you see it through.

# Living Learning Communities

Living Learning Communities are a great way for residents to engage in on-campus life and continue their educational experience outside the classroom. Each living learning community has faculty partners that help plan programs, conference experiences, and other developmental opportunities for residents in that major or program.

## Biology Living Learning Community

The Biology Living Learning Community is for biology majors that are academically driven and interested in a career in medicine. As a part of this community residents will attend programs, live, study, and attend classes as a cohort of highly motivated students with the support of faculty members from the Department of Biological Sciences.

## Honors Living Learning Community

The Honors Living Learning Community is open to all classifications of students accepted into the Honors program through the University. First year residents in the Honors program are required to room with each other in the Honors residence hall, attend programs, and take a freshmen seminar and honors classes together. Residents in this program will have special programs planned for them to engage them with their faculty and program advisors.

## Political Science Living Learning Community

The Political Science Living Learning Community is available for freshmen political science majors interested in connecting more closely with students in the same program and the faculty in the Political Science department! Students in this community will take classes together, and have specific programs that will allow them to get to know their fellow Political Science students and faculty better.

## Psychology Living Learning Community

The Psychology Living Learning Community is available for psychology majors interested in connecting more closely with residents in the same program and the faculty in the Psychology department. Residents in this community will take classes together, and have specific programs that will allow them to get to know their fellow Psychology students and faculty better.



## Applying for a Community

To sign up for a Living Learning Community or a Themed Living Community select a desired community while completing your online housing application. If you have gone through the process and did not select a program, but would like to sign up, or be contacted about programs and events, email [reslife@stmarytx.edu](mailto:reslife@stmarytx.edu) with your request.

Those selected for a community, live together with roommates and/or suitemates in the same community. Students who are chosen are expected to attend activities, and those who remain active have the opportunity to continue their community experience the following year.



# Themed Living Communities

Themed Living Communities are another way residents can engage with a community both inside and outside of the classroom. Those selected to be a part of a program live together and take their freshmen seminar class together. Members of the communities also participate in programs that focus around a particular theme and all have elements of service, education, and community bonding as a part of the program.

## Marianist Leadership Themed Living Community

The Marianist Leadership community is available for those residents accepted into the Marianist Leadership Program. Residents accepted into this program live together, take their freshmen seminar class together, and engage in leadership and faith development throughout the year. Community service and social justice activities are a large part of this program as well.



## Rattlers have HEART Themed Living Community

Incoming freshmen residents interested in wellness and the great outdoors are encouraged to join the Rattlers have HEART themed living community. Residents that are a part of this community visit nearby recreation areas to go hiking, kayaking or camping. The freshman in this community also take their freshmen seminar class together, so that they can get to know each other both inside and out of the classroom. The living component of this program is limited to freshmen, but upperclassman resident scan still participate in meetings and programs.



## Rowdy Rattlers Themed Living Community

Incoming freshmen residents interested in sports and showing their school spirit are encouraged to join the Rowdy Rattlers themed living community. Residents a part of this community attend various Rattler games, decorate their hall, put on tailgates, and support Rattler athletics events. The freshman in this community also take their freshmen seminar class together, so that they can get to know each other both inside and out of the classroom. The living component of this program is limited to freshmen, but upperclassman residents can still participate in meetings and programs.



## Science Themed Living Community

Students majoring in Science, Engineering, Technology, or Math are invited to join the Science Living Community. Students in the program live down the hall from classmates and students from various undergraduate classifications studying similar subjects. This community partners with the School of Science, Engineering and Technology to host programs throughout the academic year and invites faculty to visit the halls and share their passion and experiences.



# Occupancy Procedures

## Checking into the Halls

All students living on-campus must check in with a Residence Life staff member during announced times. Residents will need to record the condition of their room, go over residence hall information, and sign that they have read and will follow all residence hall policies and safety procedures as outlined in the Residence Life Living Guide, “**Your Guide to Community Living On-Campus.**” Residents will then receive their key and can begin moving their belongings into their assigned room.

Residents must be checked in to their assigned residence hall by 7 p.m. on the first day of classes. If a resident does not check in by this time, he or she may forfeit his or her reserved spot and be charged a penalty of 20% of the housing fee. Special exceptions must be arranged in advance through the Office of Residence Life if a resident’s academic program requires early arrival to campus or he or she cannot check in before 7 p.m. on the first day of classes. Residents can move their belongings into their room any time after they have checked-in.

## Room Changes

**There is a room freeze period at the beginning of each semester.** During this time, no changes are permitted. We offer a room change process during set dates each semester as an opportunity for residents to change rooms or roommates as they wish. Room changes outside of the regular room change periods are not encouraged and are made only as special exceptions, space permitting, and with prior authorization of the Office of Residence Life. It is important to note that due to current occupancy restrictions, room change exceptions are made only when all other avenues have been exhausted. Moving without prior authorization from the Office of Residence Life is a violation of the Code of Conduct and will result in a student conduct meeting in which sanctions may be assigned, including possibly being required to move back to their original assignment.

If residents have an accessibility request regarding their housing assignment they will need to contact Dr. Rhonda Rapp at (210) 436-3135 from Disability Support Services prior to June 1st. Dr. Rapp will contact the Residence Life Office informing us of a residents room request in order to best meet their needs.

Any changes a resident would like to make to their Residence Hall Agreement must be made in writing by mail, fax or email to the Office of Residence Life at [reslife@stmarytx.edu](mailto:reslife@stmarytx.edu).

## Checking Out

All residents must check-out of their residence hall within 24 hours of their last final examination, graduation or termination under the terms of the Residence Life Application Agreement. Proper checkout includes, but is not limited to:

- Cleaning the room and suite/private bathroom
- Removing all belongings
- Completing closing paperwork
- Returning all residence life keys
- Selecting the Express Check-Out process, or scheduling an appointment with a member of the Residence Life staff to complete this process

Closing paperwork includes documenting damages or dirty spaces for charges to be billed to your [and to your roommate(s), if applicable] student account(s).

# Occupancy Procedures



## Express Check-out

Residents have the option to proceed with an express check-out if they will be checking out at the end of a full term (i.e. summer sessions, fall and spring semesters). By choosing the express check-out, they must understand that they are waiving their right to be present at the inspection of their room.

Residents will fill out the Check-Out Envelope and turn it in with their room and mail keys to a staff member. Failure to return the keys to a staff member will result in an automatic \$50.00 charge and will be considered as an “IMPROPER” check-out resulting in an additional \$25 fine. The Residence Hall staff will inspect a resident’s room once he or she has unoccupied and emptied his or her space. Hall staff will document any damages or dirty spaces and charges will be placed on a resident’s [and their roommates’, if applicable] student account(s).

## Abandoned Property

Any belongings left in residence hall rooms after the 24 hour check-out period will be considered abandoned and will become the property of St. Mary’s University. Abandoned property may be kept or disposed of at the discretion of the University unless other arrangements have been made in advance with the Director of Residence Life. **There will be a \$25 fee for the handling of abandoned property.**

## Damage Appeals

If damages or dirty spaces are documented residents will receive an email with a description of the charges that will be billed to their student account. Residents have the opportunity to appeal the damages if they disagree with them as long as the charges in question are not for community damages. Community damages may not be appealed. Residents will need to fill out the appeal form found on the Residence Life section of Gateway under the Resources tab, and must be postmarked or emailed by the date indicated in the letter for the appeals committee to review.

Web address to access the Damage Appeals form: [https://gateway.stmarytx.edu/custom/resources/departmentaloffices/ResidenceLife/Damage\\_Appeal\\_Form.html](https://gateway.stmarytx.edu/custom/resources/departmentaloffices/ResidenceLife/Damage_Appeal_Form.html)

# Occupancy Procedures

## Cancellation Policy

**Anyone who has completed a Housing Application/Agreement must contact the Office of Residence Life to cancel his or her application/agreement as soon as he or she knows he or she will not be living on campus.** Notifying another office on campus does not cancel your housing contract. To avoid penalties, it is necessary to contact the Office of Residence Life directly by faxing your notification to (210) 436-3300, or by emailing [reslife@stmarytx.edu](mailto:reslife@stmarytx.edu).

During the fall semester, Residence Life staff will make an Intent to Vacate form available for residents who wish to cancel their housing contract for the spring semester. Since this involves cancelling a contract early, a Petition Committee is formed to review the reason for the Intent to Vacate. Cancellations for the spring semester for reasons approved by a Petition Committee will receive the refund of the room payment if cancellation occurs prior to the spring semester classes. Residents who wish to cancel the agreement for the spring semester due to academic ineligibility will also receive a refund of room payments for the spring if cancellation occurs prior to classes.

### Residence Life Agreement States the following about cancelling housing:

**A. Cancellation prior to the start of the academic year for new residents only:** You may cancel at any time after the Residence Hall application and agreement have been signed and returned to the Residence Life Office; however you forfeit the \$100 non-refundable housing application fee. A request to cancel the residence hall reservation must be received in writing in the Residence Life Office.

**B. Termination of agreement during occupancy:**

**1. By the student:** The residence hall agreement is binding for the entire academic year (Fall and Spring) or any remaining portion if the agreement is signed after the Fall semester opening. The student may terminate this agreement subject to one of the following charges, including any assessment for damages to the premises:

**(a) Cancellation for the Fall semester:**

Forfeit \$100 application fee and refund:

- 90% room payments if cancellation is between July 15<sup>th</sup> and the 1<sup>st</sup> official day of classes for the fall semester.
- Cancellations made after a student moves into the residence hall will be pro-rated by the number of nights checked-in to a room on campus until the 4<sup>th</sup> week of classes.
- No refund of room payments will be made if cancellation occurs after 4<sup>th</sup> week of classes.



# Occupancy Procedures



- (b) Students graduating at the end of the Fall semester or participating in cooperative education, student teaching, or study abroad programs or who will be married during the first two months of the Spring semester, or withdrawing for the Spring semester, should notify the Office of Residence Life before December 1<sup>st</sup>.**
- (c) Students who wish to cancel the agreement for the Spring semester due to academic ineligibility will receive a refund of room payments for Spring if cancellation occurs prior to classes.** After Spring classes begin, room payments are refunded under Paragraph (f).
- (d) Cancellations for the Spring semester for reasons not listed above but approved by a Petition Committee:** Forfeit of \$100 non-refundable housing application fee with a refund of room payment if cancellation occurs prior to the Spring semester classes.
- (e) Unapproved cancellation for the Spring semester:** Forfeit of \$100 non-refundable housing application fee and loss of 20% of room payment for Spring semester.
- (f) Cancellation of agreement DURING the Spring semester:** Forfeit of \$100 non-refundable housing application fee and refund:
  - Cancellations made after a student moves into the residence hall will be pro-rated by the number of nights checked-in to a room on campus until the 4<sup>th</sup> week of classes.
  - No refund of room payments will be made if cancellation occurs after 4<sup>th</sup> week of classes.
- (g) Any exceptions to the above will be determined by the Director of Residence Life.**

**2. By the University:** If a student is withdrawn, suspended, dismissed, expelled or otherwise removed from the residence halls for disciplinary reasons, the University shall have the right to terminate the agreement. In such cases the student will be required to vacate the room within forty-eight hours after receipt of notice from the University, or sooner if so directed by the Director of Residence Life or his/her designee. Charges will be prorated according to University refund policies for students who are withdrawn, suspended, dismissed, or expelled, providing there are no damages beyond normal wear and tear, or any outstanding balances. Upon reasonable notice and for good cause, the University reserves the right to terminate this agreement. Any termination by the University will be made by the Director of Residence Life, his/her designee or through the student judicial process as outlined in the University Student Handbook. Good cause in this section means any conduct which disrupts the orderly administration and/or function of the University or any of its activities. Reasonable notice will normally be forty-eight (48) hours.

# Community Living Standards

One part of living on campus is learning to live in community with others abiding by standards set for that community. Residence Life staff believe this is an essential life skill that will help you develop as a person and as a leader in society. Residents are expected to follow these standards, and to help hold others accountable for living up to these standards. If you have questions, concerns, or would like to discuss these community living standards or notify staff about alleged violations in these standards you may contact your hall director or the Office of Residence Life.

## Rights and Responsibilities of as a Resident Student

Each person, as a resident of the St. Mary's University residence halls, is expected to abide by the resident student community standards. Each resident has the freedom to engage in those physical, educational, spiritual, and social pursuits that are a necessary part of being a positive and productive community member as long as those pursuits do not interfere with the rights of others and are not illegal.

**St. Mary's University believes the following are beneficial in the pursuit of a successful residential educational experience:**

- The ability to read, study, and sleep, free from undue interference such as unreasonable noise and other distractions in one's living space.
- The protection of one's belongings.
- Free access to one's room.
- A clean environment in which to live.
- Freedom from fear of intimidation, physical and/or emotional harm.
- Reasonable personal privacy.
- The ability to host visitors who must respect the rights of all students and who must adhere to all residence hall rules.
- The option to work within the mediation system to resolve roommate or hallmate conflicts.
  - \* **Mediation** can be arranged through the Residence Hall staff.

## Compliance with Laws and Policies

Residents are expected to observe all federal, state and local laws as well as the residence hall rules covered in this Guide to Living On-Campus, the Residence Life Application/Agreement, the action according to the St. Mary's University Code of Conduct as outlined in the Student Handbook, and other University publications. Noncompliance with any rule listed in any of these publications may result in action under the Code of Student Conduct.

It is the responsibility of all residents to discourage other persons from violating university rules and/or report a violation of community standards to the Residence Life Staff.



# Community Living Standards

## CLS 1: Alcohol

St. Mary's University promotes personal responsibility regarding the use of alcohol. However, under no circumstances may an individual consume alcohol if he/she is under the legal drinking age. Texas State law prohibits the consumption of alcohol by persons under the age of 21.

Additionally, state law prohibits supplying alcohol to anyone under the age of 21.

**Residence Life staff and University Police enforce the Texas State laws and University policies stated below. Violations of these laws and policies will result in action under the Code of Student Conduct and possible University Police ticketing.**

1. Alcohol consumed by persons under the age of 21. (*1994 Alcoholic Beverage Code, Sec. 106.04*)
2. Alcohol consumed in public places that are not pre-approved special events or designated areas on campus for alcohol consumption, regardless of age.
3. Alcohol sold or given to minors. (*1994 Alcoholic Beverage Code, Sec. 106.06*)
4. Printed materials, flyers, or posters advertising alcohol when displayed outside a residence hall room. (Note: this includes doors to rooms)
5. Possession of kegs, wine boxes, or other common source containers of alcohol, **whether empty or full**. Kegs or beer pong tables may not be used as decorations or furniture.
6. The manufacturing of alcoholic beverages in the residence halls.
7. Violation of alcohol policies by guests of residents.
8. Attendance at parties or gatherings where alcohol is being served if you are under the age of 21.

**NOTE:** *Residents aged 21 or over may store and consume alcohol in their room. Residents under the age of 21 may not store or consume alcohol in their room or any other location for any reason. In cases where one roommate is 21 or older and the other occupant is not, the roommate of legal drinking age may store and consume alcohol in the room. It should be obvious who is storing the alcohol within the room.*

**The Office of Residence Life reserves the right to limit the quantity of alcohol in a resident's room to an amount appropriate for personal consumption, i.e. a six pack of beer, 2 bottles of wine, or 1 bottle of hard liquor.** The appropriate amount is determined solely by University officials. If you have questions or concerns about what is appropriate you may contact your hall director of the Office of Residence Life.

## CLS 2: Assistance, Service, or Emotional Support Animals

Residents with a registered disability with the St. Mary's University Disability Support Services may request to have an assistance, service, or emotional support animal in one of the halls with appropriate documentation from a doctor or other medical/social service professional verifying the need. For incoming students who will be residing in one of the campus' residence halls, requests should be submitted to Disability Support Services a minimum of 4 weeks prior to arrival on campus. Existing residents should submit requests at least 6 weeks prior to the date the animal is expected to be in residence.

For additional information on requirement and qualifications of assistance, service, or emotional animals allowed on campus, please contact Disability Support Services at (210) 436-3135.

# Community Living Standards

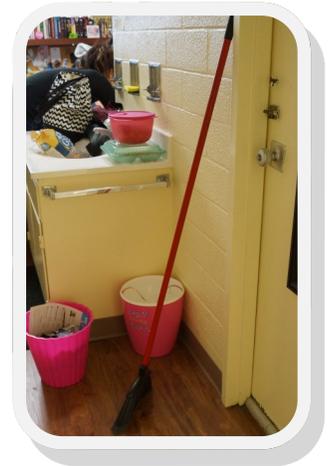
## CLS 3: Bulletin Boards and Postings

Residents are expected to be aware of the contents of bulletin boards and respect the work of the staff that puts together the bulletin boards. The Student Life Office and hall director of a particular area must approve all announcements posted in buildings, they must be affixed only in approved posting areas. There is a waiting period for approval of items. All items must be posted by the person or organization requesting approval and only be posted on the list of approved posting locations. All items must be removed the date noted on the posting.

## CLS 4: Cleaning and Offensive Odors

Housekeeping services are provided for common areas including corridors, lounges and public or community bathrooms in all buildings. However, everyone shares the responsibility for keeping all the facilities clean. It is the residents' responsibility to clean their private rooms and bathrooms as well as to pick up after themselves in common areas. Residents are held accountable for the condition of their room and bathroom. We recommend that residents provide appropriate cleaning equipment and supplies for their room. Common areas, such as lounges or study areas, may be closed off for a period of time if left messy.

If an offensive odor is brought to the attention of Residence Life staff it will be addressed and a solution will need to be agreed upon to remove or limit the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive. Some examples are perfume; hookahs, old food or large amounts of dirty laundry.



## CLS 5: Confiscated Items

The Residence Life professional staff has the right to confiscate items that are not allowed in the residence halls or contact University Police to do so. Items that are confiscated will be kept either in the Residence Hall storage or with University Police, depending on the item (except those prohibited by law) until the end of the current semester. At that time, it is the resident's responsibility to request the confiscated item and remove it from campus. Unclaimed items become the property of Residence Life and may be disposed of as deemed appropriate. Illegal items, (i.e. drug paraphernalia, weapons) will be turned over to University Police and will not be returned to the resident.

## CLS 6: Damages

Residents are expected to use the residence halls in a reasonable and proper manner. Damages caused by residents and their guests will be charged to the resident. **Damages caused in common areas that cannot be attributed to the responsible party will be charged to all the residents of that floor or building.** Room damage charges may be appealed as stated under the Occupancy Procedures section in the guide. Common area damage charges may not be appealed.

## CLS 7: Decoration Restrictions

Residents may not use materials to attach anything that will destroy paint or leave residue on the walls, doors or windows of the room. Nails, screws, glue or other permanent adhesives require considerable labor and repair to remove. No permanent markings, holes in the wall, or other permanent modifications should be made. Command strips have also been known to cause damage to paint on walls, when removed incorrectly. Putty or BluTack works the best for light weight objects like posters and can be removed without damage. Additionally, residents **may not** paint their rooms.

# Community Living Standards

## CLS 7: Decoration Restrictions (continued)

Room decorations must be contained within the room and must not be visible to the general public; this includes items placed in windows. Clothing should not be hung from windows. Windows may not be covered by foil or other materials, except curtain.

**The following items are restricted decorative items that will be confiscated:**

- Alcohol paraphernalia - Please refer to the CLS 1: Alcohol.
- Dartboards
- Drug paraphernalia - Please refer to CLS 8: Drugs and Paraphernalia.
- Street or traffic signs (unless a receipt showing proof of purchase is provided)
- Restaurant or other advertising signs (unless a receipt showing proof of purchase is provided)



To ensure the long life of the soundboard installed in Treadaway, special care should be taken for its upkeep. Do not use tape, putty, or tacky material to hang items on the soundboard. These materials will leave a residue that will be difficult to clean. Pushpins are acceptable and encouraged when used with the soundboards or bulletin boards in other halls.

Only artificial trees and small light sets are permitted in the residence halls during the holiday season. Windows may not be decorated with spray snow. All decorations must be removed before leaving for winter break.

## CLS 8: Drugs and Paraphernalia

The Residence Life staff and University Police will enforce state and federal laws with regard to the use and possession of illegal drugs. **For this reason, the following activities may result in room searches and will result in action under the Code of Student Conduct:**

1. Use, possession, manufacture or sale of illegal drugs.
2. Possession of drug related paraphernalia.
3. Reasonable suspicion regarding use, possession, or sale of illegal drugs. Please refer to the room search policy located in this guide for more information regarding this point.
4. Any of the above activities by guests of residents.

## CLS 9: Floor or Hall Meetings

Residents are required to attend all mandatory meetings. Residents who are unable to attend the meeting for any reason must receive permission to miss the meeting 24 hours in advance from the staff member conducting the meeting. Failure to attend will result in a **\$25 fine for each offense** and the following:

- First offense:** A notification will be placed in the resident's housing profile recording the absence.  
**Second offense:** A referral to the Director of Residence Life

Whether residents attend or not, they are responsible for all information that is presented in the meetings.

## CLS 10: Furniture: Room and Lounge

Furniture provided in the residence halls for use in private rooms or public areas **may not** be removed, borrowed or exchanged from one room to another. Storage for unwanted furniture or carpeting is not available.

The furniture in common areas is provided for use by all residents. Removing lounge furniture from common areas is not permitted. Violations of this policy may result in a fine or additional sanctions.

# Community Living Standards

## CLS 11: Keys and Lock-outs

Residents are expected to carry their room key at all times in order to gain entrance to a specific building/area and room. Room keys may not be duplicated or loaned to another person. These keys are the property of St. Mary's University and must be returned upon request.

Keys are issued at check-in and must be returned upon check-out. Failure to return keys will result in charges added to the student account. If keys are lost or stolen, please report this to the Office of Residence Life immediately. Residents will be

charged \$45 for a lost or stolen room key and \$5 for a lost or stolen mailbox key. This charge is for replacing the core in the room door and/or the mailbox and will be placed on the student account.

RAs respond to lockouts during duty hours 7pm-2am every evening or as they are available. If a resident is locked out and cannot find a staff member, contact the Residence Life Office at 210-431-4312, Monday through Friday 8 a.m. to 5 p.m. when the University is open. When the University is closed and you cannot find a staff member, you may call the University Police non-emergency number, 210-436-3330, for assistance.

Please note housekeeping and maintenance staff members are not allowed to let residents into residence hall rooms. Residence Hall staff documents all lockouts and after 3 lockouts a student may be referred to the Director of Residence Life regarding the issue. **Lock-out fee is \$5 per lock-out.** The fee is collect at the time of the lock-out in cash. If not able to pay at the time of lock-out residents are asked to return with cash to the hall office. Any outstanding balances at the end of the semester will be charged to your student account.

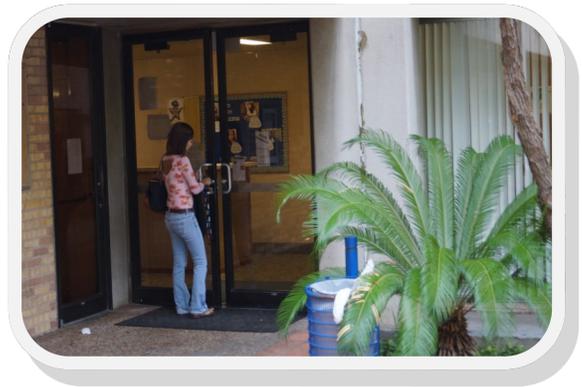
## CLS 12: Lost, Damaged, or Missing Items

Residents are urged to report all losses and missing items to the University Police and to their floor/building/on-duty RA immediately. Residents should keep their room locked when asleep or not present in the room to assure greater security of belongings.

No person may tamper with or borrow, without permission, the personal property of others to include any community property from its assigned place in the hall. Additionally, residents and their guests may not damage, deface, or destroy any University property.

***NOTE:** The University is not liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism, other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, electrical surges, or other phenomena. The University strongly recommends that the resident secure insurance to protect against loss from any of the above occurrences. The resident agrees to indemnify the University for any claims or damages payable as a result of negligence, acts or omissions to act by the student in violation of University policy or the Residence Hall Application/Agreement.*

***The Office of Residence Life strongly encourages each resident to carry renter's insurance or ensure that person belonging are covered under a homeowner insurance policy. The University is not responsible for loss or damages to an individual's personal belongings.***



# Community Living Standards

## CLS 13: Noise and Quiet Hours

The residence halls are an integral part of the academic environment at St. Mary's, and it is expected that students will be able to study and sleep in their rooms. To help develop a stronger community it is encouraged for residents to monitor the noise in the community and help hold each other accountable for the level of noise residents and guests produce. If a noise is bothering a resident a request to the noise causing individual(s) should be made to reduce the noise. If the noise continues, a resident should contact their RA on-duty to address the issue until the matter is resolved.

**Courtesy hours are 24 hours a day, 7 days a week, meaning that excessive noise should always be kept to a minimum and residents should always be thoughtful of the noise they produce.** It is the responsibility of all residents to avoid noise that might disturb others in each area of the building. **OFFICIAL QUIET HOURS are 10:00 p.m. to 8:00 a.m. everyday.** During final exam week, quiet hours are 24 hours.

The use of amplified sound and music may be restricted to include the mandatory use of headphones, limitations regarding the hours of use, and/or regulation of the volume. Continued violation of this policy will result in the removal of the equipment from the residence halls and/or other conduct sanctions.

## CLS 14: Pets

Fish tanks of 10 gallons or less are permitted in the residence halls. Only animals that live only underwater are approved. To safeguard community health and proper sanitation, pets are not allowed on University property unless a part of an approved event. The only exceptions to this policy are animals that assist, support or provide services that are authorized for persons with disabilities.



Please do not feed stray animals as this may cause the animal to linger around campus, which puts the safety and sanitation of the residential areas at risk. For Paws is an official organization of the university, made up of concerned staff, faculty, and students who support the need for a Trap-Neuter-Return program (TNR) for the control of feral/abandoned cats living on campus. The TNR program is a non-lethal means of controlling feral and stray cat colonies in populated areas. The cats are provided with water and food on a daily basis at designated feeding stations. For more information, please go to <http://library.stmarytx.edu/paws>.

## CLS 15: Public Behavior

Behavior that is disruptive, destructive, or lewd is not permitted in or around the residence halls. This may include, but is not limited to, water fights, horseplay, pranks, sports in hallways, shaving cream fights, anything creating a mess or excessive noise in the hallways or other public areas. In addition, throwing objects from windows, balconies, or doors can be dangerous and is not allowed.

## CLS 16: Private Agreements

Residents may not enter into private agreements that sublet rooms, or cause a conflict with vendors under contract with the University (i.e. alternative cable companies).

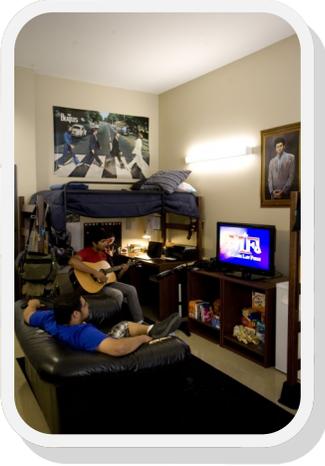
## CLS 17: Respecting Diversity and Supporting Inclusion

The University enrolls a diverse group of students from all over the world. Each student is expected to respect the rights of all residents in University residence halls to support the inclusion and diversity of our St. Mary's community.

# Community Living Standards

## CLS 18: Requests from University Officials

Residents and their guests are expected to comply with requests made by university officials. University officials include, but are not limited to, the Director of Residence Life, Residence Life Staff members, University Police, the Dean of Students, and the Director of Judicial Affairs.



## CLS 19: Roommate Agreements and Mediation

Living with a roommate should be an enriching, learning experience. It may also be a challenging experience. The Residence Life staff are specially trained to assist residents in developing effective roommate relationships. Roommate Agreements are used as a tool to further understanding and communication. All first year and tripled residents are required to fill out a roommate agreement with their roommates. Returning residents from previous years will fill out a roommate agreement if any issues arise during academic year between roommates. The process of mediation involving residents with the assistance of the residence hall staff will also be used as a means of solving conflict between roommates.

## CLS 20: Room Searches

The University has established the following procedures to determine whether a room should be searched for illegal drugs, paraphernalia, weapons, prohibited items, or substances.

A professional member of the Office of Residence Life becomes aware of the illegal or prohibited behavior and/or of illegal possession in a residence hall room in one of the following ways:

1. Personal observation of the contraband or smelling of what he/she believes to be drugs or receipt of a complaint from a reliable source.
2. A roommate informs a member of the residence hall staff that he or she has observed or knows of the use, possession, or sale of drugs or paraphernalia or prohibited item(s) or substance(s) and authorizes the residence hall staff member(s) to search the room. If the roommate is believed to be credible and invites the residence hall staff member(s) to enter his/her room for purpose of a search, the search will take place.
3. Any individual may inform a residence hall staff member that a specific resident or residents are using, in the possession of, or selling drugs or paraphernalia or other illegal or prohibited item(s) or substance(s). In such case, the individual will be thoroughly questioned and a judgment will be made regarding his/her credibility. If possible, other sources should be used to confirm the information. The person must have had first hand, direct knowledge of the illegal or prohibited substance or act.

If other sources are not available, the individual's reputation for veracity and credibility as a witness will be considered in making the final decision as to whether or not to search. When determining the veracity of the person providing the information, the University official will consider the person's history and reputation for truthful and honorable interactions within the institutional community before arriving at a decision to request a search.

The roommate or other individual providing the information will be informed that knowingly providing false information is a violation of the St. Mary's University Student Code of Conduct. If the individual is not a student, he/she may be barred from the University for knowingly providing false information.

# Community Living Standards

## CLS 20: Room Searches

All reports and information received must be fully documented. Individuals will provide a written statement. Unless consent is obtained by the resident, the Dean of Students, or in his/her absence, the Director of Residence Life, after assuring that the appropriate conditions have been met, may authorize a room search and the following procedures:

1. Every search will be based on timely information and conducted as soon as possible after the information is received.
2. The authorized Residence Life staff member or University Police will perform the search, usually in a team of two. University Police are almost always requested to be present during the search to keep the peace or conduct the search, as necessary.
3. Staff members will knock once on the door, identify themselves and open the door after waiting a reasonable amount of time for response. Before any search begins, any room occupants present will be notified of the reason for the search and will be afforded the opportunity to voluntarily produce the item(s) or material(s) sought. The room will be searched in an orderly manner and all information will be recorded. The resident may be present during the search provided he/she does not attempt to inhibit the search. If he/she does attempt to inhibit the search, he/she will be required to leave the room in the company of University Police until such time as the search is completed. If the student is not present at the outset, a determination will be made as to whether there is an immediate need to search the room. Every effort will be made not to change the condition of the room and to search only in those areas authorized.
4. All information will be submitted to the Dean of Students for appropriate action. Items found in the search may lead to allegations of Student Code of Conduct violations.
5. All confiscated contraband will be turned over to the University Police. Any decision to refer found items for criminal charges against any student will be made by University Police.
6. Any court ordered search conducted by authorities will be in the presence of Residence Life personnel.

## CLS 21: Solicitation

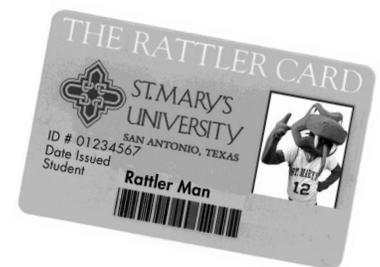
St. Mary's University does not permit soliciting on campus (this includes all residence halls) without the permission of the Dean of Students. Those individuals approved will have authorization from the Student Life Office. **Placing flyers on cars, on or under the doors of residence hall rooms, is never approved.**

## CLS 22: Student Identification

**Students are required to carry your Rattler Card at all times and to present IDs when asked by a University official, failure to do so may result in conduct charges, and in some cases, result in removal from the campus grounds.**

IDs are used for purchasing books, checking out library books, purchasing activities tickets, participating in student elections, signing in to campus activities, hall meetings, and purchasing a meal from campus dining facilities.

Possession of a "fake" ID is not permitted at St. Mary's University.



## CLS 23: Tobacco

Use of Tobacco products including, but not limited to cigarettes, electronic cigarettes, hookah, and chewing Tabaco, is not permitted within the residence halls or within 50 feet of any entrance to a campus building.

# Community Living Standards

## CLS 24: Visitation Hours and Guest Policies

**Residence Hall Visitation Hours are 10 a.m. to 12 p.m. Sunday through Thursday, and 10 a.m. to 2 a.m., Friday and Saturday.** Visitation hours are in effect year-round, including summer and periods before and after semesters. A maximum of five people are allowed in each resident hall room.

**All guests** (regardless of gender) including parents and family members **must be escorted** by the resident they are visiting from the main entrance of the building to any other area of the hall, between areas and from one area to the entrance. Additionally, guests should not be left alone in a residence hall room or be loaned a resident key. During certain times of the year, the University reserves the right to restrict guests.

Never open exterior doors for people who are not your guests. Never escort a guest to someone's room without that resident's permission. Report any suspicious people to the Residence Life staff and University Police Department immediately.

Guests of the same gender may stay overnight in a room for a maximum of three nights with approval from the Hall Director, and roommate(s), if applicable, via the completion of an Overnight Guest Registration form. Residents are allowed to host up to two guests at a time. Roommates should discuss all guest plans with each other. Disruptive guests or guest involved in an incident may be asked to leave the building and the campus. **Residents are not allowed to host overnight guests of the opposite sex/gender or guests under the age of 16.**

## CLS 25: Visitation during Fiesta Oyster Bake

During the weekend of Fiesta Oyster Bake, the following policies are in effect from 10 a.m. Friday until 2 a.m. Sunday:

1. Each resident will be allowed only one resident or non-resident guest.
  - Guests must be registered with the Office of Residence Life prior to Fiesta Oyster Bake.
  - Once a resident has registered a guest, he/she may not change the name of the guest.
  - Registered guests must be accompanied by their host at **all times** while visiting a residence hall or residential area.
  - Each registered guest must carry the guest pass provided by the Office of Residence Life and a government-issued photo ID card, which must be shown upon the request of a University official.
  - Residents are prohibited from hall-to-hall visitation after 5:00 p.m. during Fiesta Oyster Bake weekend unless they are a registered guest of that hall (as outlined above).
2. Residents will be expected to attend a mandatory floor/hall meeting to discuss Fiesta Oyster Bake. An identification system to assist the staff in determining a resident from a non-resident will be in place. The system requires placing a wristband on a resident at a mandatory meeting.
3. Residents that do not attend a meeting with the hall staff to receive their wristband may not be allowed entrance into the hall during designated periods of time. Residents must communicate and work with the hall director to arrange a time to meet outside mandatory meeting times as necessary.
4. All other policies will remain in effect.



**NOTE:** *The University reserves the right to amend Fiesta Oyster Bake Policy at any time.*

# Health and Safety

## HS 1: Fire Safety Procedures

The following are guidelines residents should follow as precautions to an emergency or fire:

1. Know two exits routes from your hallway. Fire evacuation plans are located on the back of your room doors in TR, CH, MA, DO, FN, and LO. Notify your RA if this plan is missing. This plan should not be covered or removed.
2. Do not obstruct doors or hallways since it could mean the difference between life and death for someone escaping a fire. **Never leave personal belongings or trash in the hallway.**
3. Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime. **Misuse of any fire safety equipment will result in disciplinary action and a \$200.00 fine.**
4. In the event of an alarm, all residents **must evacuate the building through the nearest exit as quickly as possible** to the area specified for your hall. Failure to comply with an alarm will result in action under the Student Code of Conduct.
5. Do not return to the building until the University Police or Residence Life staff has indicated residents may.

## HS 2: Fire Safety Equipment

The lives of community members depend on the operation of fire safety equipment. Do not, under any circumstance, tamper with smoke or heat detectors, sprinklers, fire extinguishers, fire hoses, or any alarm system. Students found tampering with such equipment can be subject to fines, student conduct sanctions, and criminal prosecution. (*1994 Uniform Fire Code, Sec. 1001.6.2*)

## HS 3: Fire Alarms and Drills

Each Fall and Spring semester there will be one unannounced evacuation drill per residence hall building scheduled with the University Police and Residence Life staff to prepare and familiarize resident students with fire evacuation procedures. There is a designated area of refuge for each building that the hall director will explain at the hall or floor meetings, which is at least 200 feet away from the building exits to be used as an evacuation destination.

Anytime the fire alarm sounds, everyone inside the building is required to exit the building as fast and safely as possible and go to the area of refuge. Never assume the alarm is a drill and even if the cause of the alarm is known, residents must still evacuate the building. During an evacuation drill Residence Life staff and University Police may check rooms to see that everyone has evacuated the building as required and that alarms are working correctly.



The areas of refuge are as follows for each of the Residence Hall Buildings:

- Anthony Frederick: Flores Courtyard
- Chaminade Hall: Chaminade Field
- Dougherty Hall: Lot W
- Flores Hall: Anthony Frederick Courtyard
- Founders Hall: Green space between AF and Flores
- Lourdes Hall: Lot W
- Marian Hall: Green space in front of AACC pool
- Treadaway Hall: Alumni Pavillion in Pecan Grove
- Adele, Cremer, HJ Leies, and John Donohoo Halls: The Village Pavilion

# Health and Safety

## HS 4: Heating Elements and Electrical Appliances

Electrical appliances with exposed heating elements or open flames are not permitted. **The following items have been identified as potential fire hazards by the fire marshal and will be confiscated if found in resident rooms.**

- Candles
- Space heaters
- Electric skillets
- Hot pots
- Hot plates (or item with an open heating element or heat coil)
- Potpourri burners
- Incense burners
- Toaster ovens
- Halogen lamps
- Popcorn poppers that use oil

Each resident is allowed the following size for microwave and refrigerator for his or her room.

- Small microwave (max. 1.4 cu. ft.)
- Small refrigerator (max. 4.5 cu. ft.)

Residence Life provides microwave ovens, baking stations, and/or kitchenettes in community spaces in the residence halls. Appliances with heating elements should never be left in use unattended and all directions should be followed when using the appliance. Appliances should only be used for their intended purposes with appropriate items.

**NOTE:** *If any of the restricted items are found in a room, that item will be confiscated and returned at the end of the semester.*

## HS 5: Hall Security

Security is always a concern in community living areas. To assist in protecting residents, all exterior building doors are locked 24 hours per day.

- Residents are strongly encouraged to keep room and suite doors locked at all times.
- Students found propping doors open, jamming locks, or accessing rooms that do not belong to them will be subject to disciplinary action.
- Residents should be mindful of not letting anyone “tailgate” through a locked door by coming in behind them when they enter a residence hall space.
- University Police and Residence Life staff encourage all students to report any suspicious activity in or around the residence halls to the University Police at (210) 436-3330, or if an emergency, call the University Police Emergency number at (210) 431-1911.
- Residence life keys may not be duplicated or loaned out.
- Windows may not be used as entrances or exits. Safety screens may not be opened except in the case of an emergency evacuation.
- Residents may not want to display identifying information on their room windows or doors. Hall staff may post door decorations on doors with a residents name on it at the beginning of the semester to help them identify their room, but residents have the right to remove the display.
- Some residence halls have security cameras in them, which are monitored (or reviewed) by University Police and Hall Staff.

# Health and Safety

## HS 6: Health and Safety Checks

Residence Life reserves the right to conduct announced or unannounced health and safety checks during each semester. The purpose of these checks is to maintain a safe living and learning environment by discovering potential hazards before they affect the individual residents or the resident population as a whole. Situations that are addressed include, but are not limited to, the following: prohibited items; overloaded outlets; obstruction of pathway to exits (in case of a fire); extreme cases of dirty housekeeping in room or bathroom; presence of weapons; presence of pets; and/or an unlocked door.

Health and Safety checks are conducted by Residence Life staff members and aimed to be completed with at least one resident in the room. Notification of any issues noticed will be addressed with the resident and a follow up inspection date will be set. If the situation has not been remedied by the follow up inspection a student conduct meeting and/or sanction may be applied.

Residence Life staff may enter a room when the resident is not present if several unsuccessful attempts were made to complete the health and safety check, but no one answered the door. In this case a Health and Safety receipt will be left in the room identifying potential hazards with a follow up inspection date or a notice of satisfactory compliance.

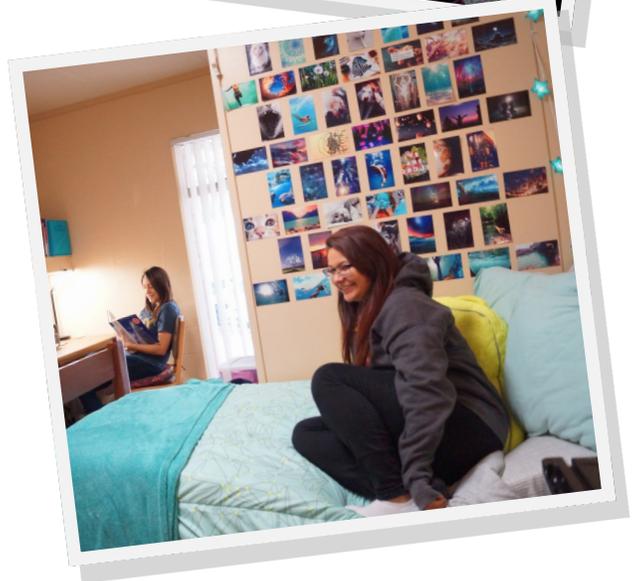
Items may need to be confiscated during these checks. If this occurs, please refer to the community living standards section on confiscated items.



## HS 7: Health and Safety Hazards

The following are considered safety hazards and are prohibited in the residence halls at all times:

1. Overloaded electrical extension cords or multiple adapters.
2. Materials which obstruct doors and windows may contribute to the spread of fire (including ceiling hangings and decorations that are flammable).
3. Paper or other combustibles (including fabric items) that are hung near or on incandescent fixtures.
4. Charcoal and lighter fluid, B-B-Q grills and other similar devices must be used at a safe distance (at least 10 ft.) from buildings. These items may not be used on balconies or ledges.
5. Possession and/or use of firearms, explosives, fireworks, or other dangerous weapons (this includes, but is not limited to, knives, martial arts equipment, bows and arrows, hand guns and BB guns) are not permitted.
6. Smoking or vaporizers of any kind.
7. Motorcycles, gas engine vehicles, storage of gasoline or pressurized gas cylinders, chemicals, dangerous substances or compounds are not permitted.



# Health and Safety

## HS 8: Health Records and Insurance

All students living on campus must have a Health Record Form on file at the Student Health Center and meet the St. Mary's immunization requirements which include the following:

- Menactra (meningitis vaccine) - required by law 10 days prior to moving into the halls for all students that are new, transfer, or have had a break in their enrollment, and are under the age of 22.
- TB skin test for all international students 10 days prior to arriving on campus.



Residents are required to have health insurance in order to live in the residence halls. You will be automatically charged for student health insurance each semester. If you already have adequate health insurance, you may file a Waiver Form online by visiting [www.academichealthplans.com](http://www.academichealthplans.com) or by contacting the Student Health Center prior to the deadline date (the 12th class day of each semester). After the 12th class day, the student health insurance premium is non-refundable.

**NOTE:** For more information regarding student insurance, immunization requirements, or Health Record forms, contact the Student Health Center at (210) 436-3506, or [www.stmarytx.edu/healthcenter](http://www.stmarytx.edu/healthcenter).

## HS 9: Personal Property

St. Mary's University is not responsible for theft or damage to a resident's property in the residence halls. To protect belongings, the following is encouraged:

1. Keep room door locked at all times.
2. Register bicycles with the University Police Department.
3. Prior to moving in, make a record of all valuables. This record should include a description, the serial number for each item and any identifying characteristics. Residence Life also recommend taking photos of your valuables.
4. Use an engraver to mark belongings. Residents should contact the University Police at (210) 436-3472 for more information or assistance with this process.
5. Never leave belongings unattended in hallways during check-ins or check-outs.

**NOTE:** Residence Life strongly encourages residents to insure personal items with a renter's insurance policy or verify coverage under a parent/guardian's homeowner's insurance policy.

## HS 10: Traveling After Dark

Residents are to be careful walking alone outside after dark. When possible, it is advised that students travel in groups. A student can also call University Police for an escort on campus at (210) 436-3330. The University has placed emergency phones on the exterior of most residence halls and in some residential parking lots attached to blue emergency posts.

## HS 11: Window and Screens

Opening windows can interfere with the efficient operating of air conditioning and heating systems in the residence halls. As a result, residents are asked to keep their windows closed. Any malfunction of the air conditioning or heating system should be reported to the hall staff immediately. Residents may not tamper with or open window screens (including security screens) except in emergency evacuation situations. Never step onto any roofs or ledges in any residence hall. These areas are off limits and should not be entered.

# Residence Hall Facilities and Services

## Guidelines to Facility Use and Services

Residence Life aims to provide services to residents, while aiming to teach them responsibility and accountability for items checked out or borrowed, and/or common areas reserved or used. As items and facilities are shared by a community of people we aim to teach residents the importance of taking care of and respecting property.

If students are found abusing or neglecting property, facilities, or services they may be referred to Judicial Affairs, sanctioned, and/or fined through a community damage charge.

## Bicycle and Vehicle Registration

All students that wish to bring a bicycle or vehicle on campus must register it online through Gateway, under Resources, and the Online Permit Registration System, or by going to <https://parking.stmarytx.edu/ParkingPortal/Login.aspx>. Registration for bicycles is free. Bicycles not registered may be removed from campus. Bicycles may only be locked onto designated bike racks.

Parking for resident students is associated with the building assignment they are assigned to live. Assignment to a room does not guarantee a parking space close to the assigned building. Limited and restricted parking occurs during some on-campus events including Fiesta Oyster Bake and events at Greehey Arena. Below are some of the University rules regarding parking, please refer to the University Police Department's section in Gateway for a complete and updated list.

- Parking is not permitted in fire lanes under any circumstances.
- A special permit is always required to park in handicap or reserved spaces.
- There are a limited number of visitor parking spots on-campus, and may not be used by residents. Contact University Police about visitor parking on-campus when those spaces are not available.

**Cars parked illegally may be ticketed, booted, and/or towed at the owner's expense.**



## Cable and TV

At least one lounge in each Residence Hall has a TV with access to basic cable. Each residence hall room has a connection for cable hookup that is activated, and residents can discuss who will bring a TV for the room if a decision is made to have a TV in the room. TVs may not be mounted on walls.

For additional cable options a resident may contact Time Warner Cable. Residents will need their room **location code, which they can get from their Residence Hall Director**. Time Warner Cable can be reached for repairs or additional services at **1-866-701-0795**; provide the TWC Customer Service representative with the **St. Mary's address 1 Camino Santa Maria, San Antonio, Texas 78228, building name, and location code**.



# Residence Hall Facilities and Services

## Housekeeping

Housekeeping services are provided for common areas including corridors, lounges and public or community bathrooms in all buildings by the University's trained Facilities staff. However, all residents share the responsibility for keeping their facilities clean. Common areas, such as lounges or study areas, may be closed off for a period of time if left messy and community charge may be applied if excessive dirtiness becomes a repeated issue.

## Laundry

Laundry facilities for resident use are available in each residence hall. Use of washers and dryers is included with the price of the room, so no quarters are needed! You must provide your own **high efficiency (HE) detergent**, laundry basket, and laundry hamper.

Check to see if any machines are available by going to St. Mary's Laundry View page at <http://www.laundryview.com/>

Residents can also sign up for text alerts to let them know when the machines have finished a cycle.



When completing laundry it is important to read the instructions posted in the laundry rooms about machine use and to quickly retrieve items from machines as there will often be someone waiting to use the machine. Laundry is considered abandoned after not being picked up from the laundry room after 72 hours. Any abandoned items left in the laundry room longer than 72 hours will be donated to a charitable organization. Concerns about missing laundry may be directed to the hall director for that area.

## Mail

Mail is delivered Monday through Friday to each residence hall, usually before 5:00 p.m. Mail is not delivered on Saturday, Sunday, holidays, or during break periods. Mail delivered in the residence halls is not insured and the University is not liable for its misrouting, disappearance or theft.

Your mail should be addressed as follows:

**Your Name**  
**St. Mary's University**  
**1 Camino Santa Maria**  
**Hall Name, Room Number**  
**San Antonio, TX, 78228**



Please inform your correspondents when you change rooms. Misaddressed mail will result in delayed delivery or no delivery.

Large packages can be picked up at the Mail Room in the Treadaway Hall complex. Residents will receive a notice in their mailbox when you have a package for pick-up. **The Mail Room is open Monday through Friday from 10:00 a.m. to 4:00 p.m. You must have your ID to pick up a package.**

Residents moving off campus you must fill out a forwarding address form with the Residence Life at through our Gateway section at

<https://gateway.stmarytx.edu/custom/resources/departmentaloffices/ResidenceLife/>

[Mail Forwarding Request Form.html](#)

First Class mail will be forwarded for 6 months. Other mail such as newspapers and magazines will not be forwarded. Do not notify the city Post Office when changing addresses.

# Residence Hall Facilities and Services

## Recreational Equipment

Each hall office or area has equipment that may be available or checked out for recreational use. Examples of equipment available for check-out includes sporting equipment, billiards sets, ping pong paddles and balls, and board games. Contact the Hall Director to learn what equipment is available in a specific hall or area. Items should be returned at the end of every evening while the office is still open unless previous arrangements have been made with the Hall Director.

Residents will be held responsible for replacing or paying for a replacement of items not returned or returned broken. Suggestions for new or updated items needed in the hall may be told to the hall council or Hall Director for that area.

## Reserving Spaces

Meeting rooms in the residence halls may be reserved for activities that are open to the residents of the building. Room reservations must be made using the Event Management System (EMS) located under Gateway:Resources:Sceduling. A list of reservable spaces in or near the residence halls can be found using EMS. If a space is not listed please contact the Hall Director for that area to discuss possible use.

When reserving and using a residence hall space, please follow the following policies:

1. The organization and/or individual that made the reservation (event coordinator) is responsible for leaving the room in the same condition as when the event began. **MISUSE OR ABUSE OF ROOMS MAY RESULT IN LOSS OF USE OF FUTURE MEETING SPACE IN THE RESIDENCE HALLS AND/OR CHARGES FOR CLEANING AND RESETTING OF THE ROOM.**
2. Rooms are reserved on a first-come, first-served basis.
3. Before reserving space and/or issuing invitations for events, the event must be approved. **This must be done at least 24 hours prior to the event.**
4. Events where alcohol is being requested to be served must be submitted at least 5 working days prior to the event.
5. Inappropriate behavior at the event or by the attendees could result in the cancellation of the event.
5. Park in designated areas only.
6. Violations may result in loss of future room reservations.



# Residence Hall Facilities and Services



## Room Accommodations

All rooms are furnished with a desk, chair, bed with standard-sized twin mattress, and closet and drawer space for each resident. Rooms are not carpeted, and each residence hall room has a sink (either in the adjoining bathroom or in the room), and a window with blinds. Accommodations also include basic TV cable service with HBO and Showtime, air conditioning and heat, and Internet connections via an Ethernet port, and wireless access with student login.

## Repairs and Maintenance

If there is an issue with a room, follow the guide below to determine if a normal work order request is necessary or if the repair needs immediate attention.

To submit a normal work order request, go online to [www.stmarytx.edu/campuslife/residencelife/work-orders/](http://www.stmarytx.edu/campuslife/residencelife/work-orders/) and follow the directions. Be prepared to provide a *detailed* description of the problem or request. Work orders for the common areas such as the lounges in the halls may also be submitted by residents in this manner.

After 3-5 *working days* of submitting the request, if no action was taken, submit another request and connect with your Hall Director about the issue. If 2 *more* days pass and still no action has been taken, CALL (210) 431-4312 and leave a voicemail message about the problem. Please be SPECIFIC and DESCRIPTIVE.

*NOTE: Sometimes repairs can't be finished on that same day, however a message saying when repair staff will return will be provided.*

### A Repair Needs Immediate Attention if...

- There is a situation where life, limb, or property is in danger, or there it is a situation which makes it impossible for a resident to spend the night in their room.

### To Handle Immediate Repairs

- *Make sure to notify and talk to a live person, and **keep trying** until that happens. Submitting a work order, leaving a voicemail, a note, or email is not connecting with a **live person**.*
- **Monday-Friday between 8am-5pm**, call Residence Life at (210) 431-4312 and *TALK* to them.
- **All other times**, call the RA-on-duty or the Hall Director and *TALK* to him/her.
- **If Residence Life staff is not available, don't give up!** Call University Police at (210) 436-3330 and let them know about the issue, they can also contact maintenance and the Director on Duty to assist a resident.

## Vending Machines and Baking Stations



- Drink and snack machines are available in most halls/areas.
- Lourdes Hall has kitchen with a fridge, sink, oven and a stove top that can be used when hall staff is available.
- The following areas have baking stations with an oven available for use any time:
  - Anthony Frederick Hall Lounge
  - Chaminade Hall Basement
  - Flores Hall Lounge
  - Founders Hall Cyber Café
  - Treadaway Hall 4th Floor Lounge

# Residence Hall Facilities and Services

## Repair Request Guide

<b>Cable TV:</b>	Check with the hall director for more information and to obtain the room location code <b>prior</b> to calling Time Warner Cable. The number is <b>1-866-701-0795</b> .
<b>Dusty Vents:</b>	Air condition filters are changed regularly as part of the University Facilities preventative maintenance program. Submit a normal work order for vents to be cleaned.
<b>Internet:</b>	For problems with the physical jack submit a normal work order. For Wi-Fi issues, please contact the IT Help Desk at (210) 436-4357 or submit a Help Desk request at <a href="https://servicedesk.stmarytx.edu/">https://servicedesk.stmarytx.edu/</a>
<b>Laundry Machines:</b>	Laundry machine work orders need to be submitted through <b>laundryview.com</b>
<b>Lights:</b>	Submit a normal work order request for a burned out light bulb. Use the immediate repair process for electricity that goes out.
<b>Lock or Door:</b>	Since security is a priority if you are having difficulty with your lock or door securing properly follow the immediate repair process.
<b>Pest Control Help:</b>	Residents are encouraged to bring a can of all-purpose bug-spray to address occasional bug issues. An exterminator is scheduled to come to campus once a week. If a resident needs their room treated they may submit a work order and leave a very specific message about what type of bugs and where they saw them.
<b>Sink or Tub Drains:</b>	If a sink or tub drain is clogged, and overflowing follow the immediate repairs process. If it is not overflowing and still draining, submit a normal work order, as soon as the problem is noticed. DO NOT use over-the-counter products like Drano for a quick fix.
<b>Temperature:</b>	The University Facilities controlled systems have temperatures set between 72-76°. At certain times of the year the temperature outside may be cool enough that the building AC units are in limbo between their heat and cold settings, which may cause rooms to be warmer than normal. If an AC or Heater is not working in a room to the point of it making it difficult to sleep or study follow the immediate repairs process.
<b>Toilet Clogs:</b>	Residents are encouraged to bring plungers with them to campus, or borrow one from the front desk. If a toilet is clogged and overflowing follow the immediate repairs process.
<b>Vending Machines:</b>	Call the number on the machine or notify the Hall Director about the issue and they will report it to the company.
<b>Vertical &amp; Mini Blinds:</b>	Submit a normal work order as repairs are done by an outside contractor and can take 3-5 weeks to complete.

# Campus Map

- |  |  |   |   |
|--|--|---|---|
| 1 St. Louis Hall                               | 11 Marianist Residence, Marianist Chapel | 21 Moody Life Sciences Center   | 38 University Center  |
| 2 Reinbolt Hall<br>Assumption Chapel           | 12 Marian Hall                           | 22 Richter Math-Engineering Center                                    | 39 Adele Hall   |
| 3 Chaminade Tower                              | 13 Dickson Stadium                       | 23 Blume – Louis J. Blume Library<br>Charles Cotrell Learning Commons | 40 Satellite Plant  |
| 4 Subway and P.O.D. Express                    | 14 Marianist Heritage House              | 24 Law Administration   | 41 Cremer – Andrew Cremer Hall                                    |
| 6 Center for Life Directions                   | 15 Central Plant                         | 25 Law Classrooms   | 42 Alumni Storage   |
| 7 Charles Francis Hall<br>Financial Assistance | 16 Physical Plant Shops                  | 26 Raba – Ernest A. Raba<br>Law Building                              | 43 Alumni Athletics &<br>Convocation Center<br>Bill Greehey Arena |
| 8 Garni Science Hall                           | 17 Outdoor Swimming Pool                 | 27 Dougherty Hall   | 44 Leies – Herbert and John<br>G. Leies Hall                      |
| 9 Chaminade Hall                               | 18 Treadaway Hall<br>Guadalupe Chapel    | 28 Greenhouse   | 45 AT&T Center for<br>Information Technology                      |
| 10 Alumni Pavilion in Pecan Grove              | Recital Hall                             | 30 Casa Maria Marianist Residence                                     | 46 Founders Hall  |
|  |  | 31 Alkek – Albert B. Alkek<br>Business Building                       | 47 Varsity Baseball Clubhouse                                     |
|  |  | 32 Lourdes Hall – Our Lady<br>of Lourdes Hall                         | 48 Varsity Baseball Practice Facility                             |
|  |  | 33 Law Library – Sarita Kenedy<br>East Law Library                    | 49 Varsity Softball Practice Facility                             |
|  |  | 34 Frederick – Anthony<br>Frederick Hall                              | 50 Varsity Softball Locker Rooms                                  |
|  |  | 35 Donohoo – John Donohoo Hall  | 51 Varsity Softball Offices and<br>Press Box                      |
|  |  | 37 Flores – Archbishop Flores Hall                                    | 52 Varsity Soccer Locker Rooms                                    |
|  |  |   | 53 Varsity Soccer Viewing Tower                                   |



A Catholic and Marianist  
Liberal Arts Institution