

## RESIDENCE LIFE HANDBOOK (JANUARY 2026)

### THE RESIDENCE LIFE TEAM

#### Resident Assistant (RA)

The RA is a full-time student in a leadership position. The RA's primary responsibility is to help build community and respect, and to maintain university standards. The RA is responsible for providing programs and activities to challenge and enhance the residents' college experience. They are also available to support a student in finding the support or help they may need by providing referrals to various campus resources.

#### Senior Resident Assistant (SRA)

The SRA is an experienced RA who holds a position of additional responsibility and supervision in campus housing. They perform all duties of a Resident Assistant while providing mentorship to their staff and administrative support to their Resident Director.

#### Resident Director (RD)

The RD is part-time role fulfilled by a full-time professional staff or faculty member who lives in the residential area year-round. The RD is responsible for their entire residential area including the supervision and training of staff, overseeing programming, managing hall facilities, and promoting respectful conduct.

#### Assistant Director of Residence Life

The Assistant Director oversees Residence Life programming, in each living area. Additionally, they support housing operations by following up with facilities issues, aiding with room changes, helping with opening and closing logistics. Additionally, they manage the seasonal and continuing RA training, staff selection process, and will support student conduct.

#### Director of Residence Life

The Director manages all housing functions such as student placements, occupancy management, department programming, staff selection and training, and the development of community standards. They will also support student conduct.

### YOUR ROOM

#### Check-In

Before moving your belongings into your room, please note any wall marks, damaged furniture, stained carpet, etc... on your Room Condition Report. Be very specific as to location, type, and size of damage. In this way, you will not be held responsible for previous damage. Failure to complete a Room Condition Report when moving into a new room will result in an improper check-in fine of \$75 and the assumption that the room/apartment was free of any and all pre-existing damage. Anything **not** noted in the Room Condition Report will be assessed as additional damage to the room and **you will be charged** for the cost of repair or replacement. You must complete this form within 48 hours of taking occupancy of your assigned room.

#### Check-Out

When you check out of your room, it is important to follow all checkout procedures which will be posted around your Residence Hall or Apartment complex. Should there be any damage that was incurred by the resident, this will be assessed by Residence Life staff (not an RA) during the checkout process and the resident(s) will be fined the amount of the repair(s) determined by the Facilities team. Any time a resident fails to check out of their room properly, they shall be subject to an improper check out fine of \$75 in addition to any other fines relating to damage or lost keys. These improper procedures include, but are not limited to:

- Switching rooms and/or keys without valid written approval from the Office of Residence Life.
- Failing to check out of the room by the prescribed date and time.
- Vacating the room without going through the checkout procedure.
- Vacating your assigned room prior to the end of the academic year for reasons other than withdrawal from the University without first receiving approval from the Office of Residence Life.

## Keys

You will be issued a room key (and in the case of Delaney and Trull residents, an additional key to the outside door of the building). ***Your keys are your responsibility.*** Keys may not be duplicated, given, or loaned to another person at any time. Lost, stolen, or missing keys must be reported immediately to your RA or RD for the security of your room and the building to be maintained. In the event a key is lost or stolen, door locks will be changed, and the resident will be charged \$75 for each key lost.

## Housing Agreement

All residents must agree to the Housing and Dining Agreement as part of the housing application/verification process. This document is binding for the entire academic year (August to May). The Housing Agreement contains important housing policies and dates, and you should be familiar with it.

## Room Care

Each student is responsible for cleaning and maintaining their space. This means cleaning bathrooms, shared areas, and kitchens (where applicable) in addition to individual bedrooms. If any damage occurs or routine maintenance needs to be performed, please fill out a maintenance work order through the online request system: [https://facilities.schreiner.edu/?login=1&return\\_to=/tickets](https://facilities.schreiner.edu/?login=1&return_to=/tickets). *You are financially responsible for any damage that is caused to university property.*

## Inspections

Health and Safety inspections will be conducted each month. Students will be notified in advance of when the inspections might occur. During the inspection, damage, maintenance, and smoke detectors will be assessed and all needs will be noted as well as the general condition of the assigned space. Should the room be determined to have failed the inspection due to a violation of policy or the space is determined to be a health concern, the resident(s) will be notified, informed of the reason for the failure, provided information how to fix the failure within 24-hours, and if there will be any additional fine or fee associated to the failure.

## Room Changes

We want to give you the opportunity to live with somebody that you feel comfortable with. Room changes will begin to take place after the 12<sup>th</sup> day of classes. All room changes must be requested from and authorized by the Office of Residence Life prior to moving. Changing rooms (including rooms within an apartment) without authorization or failure to follow the room change guidelines (which includes signing a completed Room Condition Report for both the old and new rooms with a Residence Life staff member) will result in a minimum fine of \$50.00 each.

## POLICIES

Please read these policies carefully as they apply to every residential student and their guests. If you have any questions about policies, please do not hesitate to contact a Residence Life staff member. Failure to abide by these policies will result in judicial action. You are expected to familiarize yourself with and be held accountable for all standards outlined in the University Catalog, the Student Code of Conduct, and the Housing and Dining Agreement, as well as any other relevant university policy or documents.

### Alcohol and Drugs (On Campus) - ***PLEASE SEE STUDENT ALCOHOL POLICY***

Only students who are of legal drinking age and older may responsibly consume alcohol in authorized on campus locations. Possession and consumption of alcohol is only allowed in university apartments where all assigned residents are at least 21 years of age or older and have both applied and been approved to register as a 21+ apartment. Alcohol is not allowed in University Residence Halls at any point. To register for a 21+ room, students must fill out the 21+ Registration Form on the website and be approved. The form is linked here for your convenience: <https://schreineruniversity.wufoo.com/forms/21-registration-form/>

Minors, whether residents or non-residents, are not allowed in apartments where alcohol is available or consumed. Apartments where assigned any of the residents are under the age of 21 is considered “dry” and alcohol is NEVER prohibited in dry locations at all times. If residents are under 21 year of age or living in a dry

location, they may not have the following in their room: Devices that are used for the manufacturing of alcoholic beverages, alcohol, beer bongs, beer bottles, cans, alcohol paraphernalia, caps or anything used to contain alcohol (i.e., boxes, kegs, etc.).

University policy prohibits the use of illegal drugs or controlled substances. Please refer to the Student Code of Conduct and the Student Alcohol Policy for a more in-depth explanation. No paraphernalia for illicit or controlled substances is allowed within university housing.

### **911 Lifeline Law**

Effective September, 2011. Senate Bill 1331 amends the Alcoholic Beverage Code to say that in the event of possible alcohol poisoning, a person under 21 calling for help for himself or another will not be cited for possessing or consuming alcohol. The immunity for minors is limited to the first person who calls for assistance, only if he or she stays on the scene and cooperates with law enforcement and medical personnel. Senate Bill 1331 does not protect a person from being cited for any other violation of the law. In support of this life saving amendment the Schreiner University Student Code of Conduct has been amended as well to mirror this same policy in the event of a call for help involving alcohol and a medical emergency. For questions or further clarification you may contact the Vice President for Student Affairs at [OfficeOfStudentAffairs@schreiner.edu](mailto:OfficeOfStudentAffairs@schreiner.edu) or you may contact the Texas Alcoholic Beverage Commission at 512-206-3347.

### **Appliances**

There are many appliances acceptable in the halls. However, due to electrical limitations and fire safety regulations, there are a few restrictions. Residents may have a refrigerator no larger than **4.0** cubic feet, microwaves, k-cup coffee pots, hair dryers, stereo, TV, DVD, computer, CD player, and/or lamps with incandescent bulbs. Halogen lamps, lava lamps, heating, and appliances with exposed coils (including candle warmers), and devices that transmit on a 2.4 GHz frequency are not permitted. Toaster ovens, toasters, and coffee pots are not allowed in the residence halls but are allowed in apartments with kitchens. Unauthorized appliances/ items will be confiscated. Also, antennas and other cords/cables may not be fastened to the outside of the building or protrude from windows in any way.

### **Bicycles**

Bicycles may be stored outside each hall secured to a bike rack or in your room. Installation of bike hooks is considered damage to the room and is not permitted. Do not ride your bike in the halls or on balconies. It is always a good idea to have identification numbers engraved on your bike.

### **Break Housing**

All university housing closes for Winter Break, however, a fee will be applied to any special circumstances approved to stay. Meal plans will not operate during Winter Break and Spring Break period. Please refer to the Housing Agreement for details regarding vacation periods.

### **Bunk Bed, Lofts, Hammocks, Ceiling Fans**

Bunk Beds, lofts, and hammocks are not permitted in university housing or on balconies or patios. Personal ceiling fans may not be installed in any of the residence halls or apartments.

### **Businesses**

No business may be operated out of campus housing, nor may businesses use the campus address as their business address.

### **Candles /Incense**

Due to local and state fire codes, open flame/ember burning (incense and candles of any type, including those in glass chimneys or potpourri) is prohibited in campus housing. Candles and incense will be confiscated and the resident(s) will be charged \$25 per item to their student account.

### **Dining Hall Dishes**

The removal of plates, cups, bowls, and/or utensils from the dining hall is prohibited. Dining Services will make disposable utensils and plates available to individual students who are sick or have commitments that do

not allow them to eat in the cafeteria.

### **Escort Policy**

The University's escort policy strives to provide safety and privacy for those living in on-campus housing. In single gender floors/areas of residence halls, any person who is not a member of the Schreiner University community (faculty, staff, and students) or any member who is of the opposite gender than designated for that area must be escorted by a member of the residence hall community who is of the same gender designated by the area. In mixed gender housing facilities, a member of the community must escort any person who is not a member of the Schreiner University community. If you have invited a guest, you are responsible for all of their actions while they are visiting you in university housing. As an escort, you should be always within eyesight of your guest, and they are not to be left alone in your room/apartment without you at any time. Please see the Guest policy below for additional details. Exceptions to this are those University staff members who are entering the facility for purposes of maintenance, cleaning, security, or persons who have secured written permission from a university official.

### **Firearms, Explosives, and Other Weapons**

All weapons are prohibited within University Housing. Please refer to the Student Code of Conduct and the Weapons and Firearms Policy for further information. Those students who wish to bring firearms or any other weapons to the university must store them with Campus Security and strictly follow all Texas laws and codes regarding possession and storage of firearms.

### **Fire Safety Equipment**

When a fire alarm sounds all persons are required by law to evacuate the building. Residents may be fined if they do not evacuate in a timely manner. Students should familiarize themselves with the location of the exit nearest their room. Fire alarms, fire hoses, fire escapes, smoke detectors, and fire extinguishers are for emergency use only. Do not tamper with fire safety equipment anywhere within University Housing. Tampering with fire safety equipment will result in a fine or additional sanctioning.

### **Furniture**

All university owned furnishing in rooms, apartments, and common areas must stay in their designated areas. You may arrange movable furniture however you like, but you are not permitted to remove room or apartment furniture or bring common area furniture into your room. Contact your RA or your RD if there is a problem with furniture. Any common area furniture found in a room or apartment will result in a fine of \$15/day for each piece of furniture moved or missing. Any missing furniture upon checkout will result in a fine equal to the replacement cost of the missing furnishing.

### **Group Billing**

When damage, excessive trash, theft of common area furniture, or vandalism occur in university housing areas and the person(s) responsible cannot be identified, the following guidelines will be followed:

- The situation will be reported to the members of the hall, floor, or building.
- This group will have 72 hours from the time of notification to identify the person(s) responsible.
- If the person(s) responsible can be identified, they will be personally charged for the costs incurred.
- If no person(s) can be identified, then the residents of the defined living unit (hall, floor, or building) will split the costs incurred equally.
- No charge will be less than \$5.00 per resident/per incident.

### **Guests**

A guest is defined as someone who is not a resident of the room or building that they are visiting. Residents are responsible for their guests' behavior and should escort them when in common areas. Violations of residence hall policy by a guest may result in loss of visitation/guest privileges, as well as possible disciplinary action against the student host. Residents may have guests of the same gender in their rooms overnight, but they must notify their RA and receive approval from the Director of Residence Life. Overnight guests are permitted to stay no more than three nights during a one-month period and must receive authorization from the Office of Residence Life. Cohabitation is not permitted. A student's right to have a guest is, in all cases, superseded by the roommate's right to uninterrupted use of the room. Guests of opposite gender should not use bathroom facilities that are shared and should only access public bathrooms located in common space or community

rooms. Residents intending to have an overnight guest under the age of 18 must get approval from the Director of Residence Life, before the guest is permitted to stay.

### **Locked Out of Your Room**

All students should exercise caution with their assigned space and property. At all times, doors and windows should be locked, not propped open. All students should carry their assigned room key and must always carry their Schreiner Identification (ID) card.

If you are locked out of your room you will need to call the number for the Resident Assistant on-call, which will be posted around your Residence Hall or Apartment complex. If you are not able to reach a Residence Life staff member, please call Campus Security at (830) 739-1111. Before a Residence Life staff member or Campus Security officer opens your door for you, you will need to present your Schreiner ID. No University staff member will unlock a door, for any reason, if they are not assigned to that room or apartment. If you refuse to identify yourself, university staff will not unlock your door.

**There will be a lockout fee of \$15.00 if a university staff member unlocks your door.** You are permitted two free lockouts per academic year.

Once a staff member has unlocked the door the student must present the key. If the student cannot present the key, the staff member will notify the Office of Residence Life that the key has been lost and needs to be re-issued at a cost of \$75 per key to the student's account.

### **Missing Person Procedure**

According to HEA Missing Person Procedure it is required that all students who reside on university property supply a "missing person's contact". This contact will be notified only if a residential student is identified as missing. Notification procedures are as follows:

- The institution will notify the person designated in the student's files as the "missing person contact" within 24 hours of the determination.
- If deemed necessary, the institution may notify local law enforcement authorities prior to the student's designated "missing person contact" of all situational and personal information and evidence within 24 hours of the determination.
- If the student is under 18 or not an emancipated youth the institution will notify the custodial parent or legal guardians immediately upon the determination.

All "missing person contact" information will be stored and maintained in The Office of Residence Life.

### **Music & Musical Instruments**

Stereos, radios and musical instruments that do not disturb others may be played in the residential living areas. The volume of the music should not significantly disturb other students, and quiet hours must be observed (see Quiet Hours below). Failure to comply will result in the removal and storage of the equipment or instrument for the remainder of the academic year.

### **Noise**

Every student has the right to sleep and study without noise interference. Excessive noise is an infringement on your rights and is unacceptable. While it is the responsibility of everyone to control noise, it is also the responsibility of those affected by the noise to ask the offending person or people to be quieter. If this approach does not succeed, contact a Residence Life Staff member in your building. The staff member will ensure that you have tried to resolve the issue yourself before they address the issue. ***Please remember that Courtesy Hours are in effect 24 hours a day, 7 days a week.*** Noise that is reasonably disruptive to others at any time, day or night, is inappropriate.

### **Occupancy**

Students are only assigned to a single bed in a residence hall room or a single room in an apartment setting. Students are not, under any circumstances, to occupy an entire residence hall room or a vacant room in an apartment, unless granted permission in writing from the Director of Residence Life. Students found to have occupied a space unassigned to them will be charged a prorated occupancy rate specified for that type of space.

and a cleaning fee to restore the space back to move-in ready conditions in addition to any additional fines.

### **Gatherings**

Small gatherings are allowed in campus housing under the following guidelines: There can be no more than 12 people in an apartment, 6 in a double occupancy residence hall room or 4 in a designed single occupancy residence hall room. (Efficiency apartments are considered as apartments under this definition). Common areas may be reserved, at the discretion of the Office of Residence Life and through the Office of Residence Life, for any gathering exceeding these limits. Persons having parties/gatherings are responsible for their guests' behavior. Any use of alcohol at parties/gatherings comes under the guidelines of the Alcohol Policy.

### **Pets - PLEASE SEE PETS AND OTHER ANIMALS POLICY**

No pets are permitted in student housing. The only exception are fish kept in an aquarium no larger than 10 gallons. Any Emotional Support Animals (ESAs) or service animals defined by ADA guidelines and approved by the university are also permitted. Students are responsible for the care of their animals over vacations and holidays. Any other pet or animal found in a residence hall room or apartment, for any amount of time, will result in a minimum of: (1) the immediate removal of the animal(s) by the student and (2) an immediate \$500 fine per animal/per day. No animals are permitted at any point in the residential facilities, including animals visiting or pet sitting, who have not been approved. University officials will not take possession of any unauthorized pet but will call Animal Control or other public service to remove the animal should the student refuse to remove the animal. Any damage that may be incurred by the presence of the animal will be the responsibility of the student. Additional judicial sanctions may be imposed, if appropriate. ESAs and Service animals are approved through the ADA office and by the Residence Life Office and are only permitted in the approved spaces. Please review the Schreiner University Pets and Service Animal Policy for more information regarding the procedures for Service or Emotional Support Animals in University Housing. To apply, email [ADA@schreiner.edu](mailto:ADA@schreiner.edu).

### **Porches/Balconies**

If students wish to have furniture on the porch or balcony, it must be of the type intended to be outside. No University furniture is allowed outside on the porch or balcony at any time. This includes lawn furniture, patio tables, and camping chairs. Upholstered furniture, such as couches and stuffed chairs, is not acceptable. Porch and balcony lights are not to be tampered with by residents. Removing, unscrewing, or replacing bulbs is not permitted and may result in a minimum fine of \$15.

### **Postings and Fliers**

Public or common area bulletin boards and other "tack able" surfaces are for university notices and activities. Commercial, personal, or obscene material may not be posted in public or common areas. Items that are improperly posted will be removed. Signs, posters, aluminum foil, flags or other materials or objects may not be posted in residence hall or apartment windows.

### **Quiet Hours**

Quiet hour's guidelines are established in order to respect the rights of others and to maintain an atmosphere conducive to academic success. These are times when noise must be kept to a low level and must be contained within an individual student's room. These apply to both residential halls and apartment complexes. Quiet hours are from 10PM to 10AM Sunday through Thursday and 12AM to 10AM on Friday and Saturday.

### **Roofs and Fire Escapes**

Roofs are off-limits at all times for safety reasons. Fire escapes are off-limits unless fire prevents an escape from the building using normal egress. Judicial actions and fines may result in the violation of this policy.

### **Room and Vehicle Entry and Inspections**

The university recognizes a resident's right to privacy but maintains the right for its authorized personnel to enter and inspect residents' premises without notice for the following reasons:

#### Without Notice

- In an emergency involving danger to life or property.
- For immediate maintenance.

- When a condition is observed that is prohibited by University or Residence Life regulations.
- When it is reasonably suspected that a resident is using the assigned space in a manner contrary to the provisions of university or Residence Life policies.

#### With Notice

- For the purpose of health and safety inspections.
- For routine maintenance such as monthly smoke detector checks
- Vehicles that are on university property may also be searched if there is probable cause that there are items present or activities taking place that are illegal or violate university policy.
- In certain situations where university, state and/or federal laws are suspected of being violated, Schreiner University personnel, under the authority of the Vice President of Student Affairs or their designee, may permit, allow, request and/or assist local law enforcement in searching a student's residence with or without the student's consent.

#### **Sales and Solicitation**

The Director of Residence Life must give advance approval for all sales, solicitation, canvassing, and product or service exhibitions in campus housing. All persons on university property may be required to identify themselves to university officials. If you encounter solicitors or suspicious behavior, call a Residence Life staff member or Campus Security immediately. This applies to students, staff, and other organizations.

#### **Smoke Detectors**

All rental dwellings must be equipped with operable smoke detectors. Each room will contain one regularly inspected smoke detector. Do not tamper with smoke detectors. Judicial action may be taken, and fines may be assessed for tampering with fire safety equipment.

#### **Smoking - PLEASE SEE SMOKE AND TOBACCO FREE POLICY**

Schreiner University is a Tobacco Free campus as of January 1, 2014. Tobacco is considered, but not limited to cigarettes, dip, snuff, chew, vapor, e-cigs, cigar, pipe, bidi, clove cigarette, and smokeless or spit tobacco, dissolvable tobacco, hookah, or snus. Smoking or the use of any tobacco product is not allowed in any Residence Hall, Apartment, or within 100 feet of any university building.

#### **Sports in Halls or Rooms**

In the residential areas throwing, kicking, or bouncing objects (Frisbee, soccer balls, basketballs, darts, etc.) or excessive physical activity (running, wrestling) is prohibited in the residence halls, study lounges, hallways, rooms, and immediately outside the buildings. Do not roller blade, skateboard or ride your bike in the hall. Dartboards and darts are not permitted in student housing. In all residential areas, such activity must take place away from buildings to avoid disrupting residents or damaging facilities.

#### **Telephones**

Telephone service is not provided in student rooms or apartments.

#### **Thefts, Valuables, Insurance**

Schreiner University does not carry insurance on personal possessions of students. Residents who own valuables should lock them in a safe place or leave them at home. Schreiner University does not assume responsibility for lost, damaged, or destroyed personal property. Always keep the doors and windows to your room locked. Promptly report any unusual or suspicious behavior such as doors or windows not locking properly, or lost or stolen keys to the Office of Residence Life. Students are encouraged to immediately report all losses and thefts, regardless of size or value, to Campus Security.

Schreiner University strongly recommends renters insurance for all students. Renters insurance provides valuable protection if your personal belongings – including laptop computers, textbooks, smart phones, clothing, etc. – are stolen or damaged from a covered cause of loss. If your belongings or valuables are stolen or damaged, YOU are responsible for replacing them, not the University. Renters insurance may protect you financially if you cause unintentional damage to your residence or become legally liable for bodily injury to others in your residence as well.



**Trash/Litter**

Students are responsible for disposing of their trash in dumpsters or designated dumpsters placed outside residential areas. Trash may not sit outside of rooms or apartments, on balconies, or on porches for any amount of time. Trash sitting outside may result in residents being fined or sanctioned. Litter or trash around a living area (ex: quad, parking lot, porches, balconies, laundry room, common areas) may initiate the group billing process.

**Visitation**

Visitation hours for the Residence Halls, Faulkner, LA Schreiner, Delaney and Trull Halls are from 10AM – 12AM Sunday through Thursday, and 10AM – 2AM Friday and Saturday. The Apartment Complexes: Pecan Grove and The Oaks residents have 24-hour visitation. Please note that in all cases, co-habitation is prohibited. The guest and escort policies apply regardless of visitation hours.

**Windows and Screens**

Ejecting objects from windows or ledges is extremely hazardous and is therefore prohibited. Students should also exercise extreme care around the halls/windows when participating in sports/activities such as football, Frisbee, soccer, etc. so as to not cause damage to property. Screens must remain on windows at all times. If screens are removed from windows, in disrepair (bent, broken, or torn), or missing completely, residents of the room will be subject to a fine and other disciplinary sanctions.

**SERVICES FOR ON-CAMPUS STUDENTS****Campus Security 739-1111**

Campus Security officers are available to assist you in emergency situations 24 hours a day, 7 days a week. They also provide first aid, a safe escort to your destination after dark, information about personal safety, and should be contacted immediately regarding a crime.

**Cleaning**

University staff will clean common areas including community bathrooms (not suite bathrooms) and lobbies. You are responsible for cleaning your assigned space. Students may not leave personal belongings or trash outside rooms/apartments, in hallways, or in common areas. This will result in community billing and/or a fine. Make an effort to know the custodians in your living area and help them keep the community safe and clean.

**Email**

The university provides each student with a Schreiner email account. It is used as an official mode of communication by university departments. You are expected to fully utilize the email system in order to receive important university information. Most official communications from The Office of Residence Life will be sent to students via their Schreiner University student email account. It is the students' responsibility to check their Schreiner email account for official notifications. Failure to check one's email account is not a viable excuse for not following policies or directives.

**Internet**

Students with computers will have access to the campus network via wireless connections. All support for student computers is provided through the campus-wide help desk. Phone (830) 792-7344, or e-mail [helpdesk@schreiner.edu](mailto:helpdesk@schreiner.edu) for assistance.

**Laundry**

Washers and dryers are found in Faulkner, Trull, Delaney, the laundry building by LA Schreiner, and in the Community Centers in Pecan Grove and The Oaks. All laundry facilities are free. If you encounter mechanical difficulty with the washers and/or dryers, please report it promptly using the online maintenance request system posted in each laundry facility on each machine. Make sure to include the six-digit code located on the front of the machine.

**Maintenance**

Individual fixtures and furnishings will occasionally break or wear out. Report repair items using the online



maintenance request system at <https://facilities.schreiner.edu/new> .If you have waited for more than 2 days with no response or repair, please contact your RD or the Office of Residence Life directly.

### **Meal Plans**

While living on campus, students must also have a meal plan. A student's location on campus at the beginning of the Fall or Spring semester determines their meal plan options for that semester. The meal plan is contracted for the entire academic year and is good only during the contracted time as stated in the Housing Agreement. No reductions in the meal plan will be accepted after the start of the Housing Agreement.

### **Storage**

There is no storage available for students during the year or over the summer months. Please make your own arrangements within the Kerrville community for storage and/or take those items you wish to store home. Personal belongings left in rooms or apartments will be considered abandoned and disposed of by the university.

### **Vending Machines**

Each area has snack and/or drink vending machines in the common area.

### **Residence Life Emergency Procedures**

In case of a life-threatening emergency call 911 or Campus Security at (830) 739-1111. In other emergencies contact the Resident Assistant (RA) or Resident Director (RD) on duty. The RA on-call number for each area is posted throughout the residence halls and apartments and are all listed below:

- Delaney: 830-666-1542
- Faulkner: 830-459-1455
- Baldwin: 830-666-1054
- Trull & L.A. Schreiner: 830-739-8577
- Pecan Grove: 830-556-0972
- The Oaks: 830-739-1452

### **RESIDENCY REQUIREMENTS**

All full-time students must live in an on-campus residence facility until the completion of 90 hours of university credit. Students with less than 60 hours will be required to live in a residence hall. The following buildings have been designated as residence halls:

- Delaney
- Faulkner
- Baldwin
- LA Schreiner
- Trull

Once a student reaches 60 credit hours or is 21 years of age, then they will move to an on-campus apartment. Our apartment complexes are:

- Pecan Grove
- The Oaks

All full-time students must live in the on-campus residence facilities until the completion of 90 hours of university credit. The following groups are not required to live on campus and will qualify for a Commuter Exemption:

- Completed 90 semester hours of university credit,
- Part-time students,
- Married students,
- Veterans of the American military forces,
- 24 years of age or older,
- Enrolled in a 12-month program leading to certification or license,
- Students whose permanent residence (12-month period immediately preceding the date of registration) is in the area counties listed below have the option of living at home with their parent(s) or legal guardian(s) only.

- Kerr
- Gillespie
- Kendall
- Edwards
- Bandera
- Real
- Kimball

A student may live off-campus if they meet any of the aforementioned criteria and must complete a Residence Life Commuter Information Form <https://schreineruniversity.wufoo.com/forms/zcn45k410kz3c3/> and receive approval from the Office of Resident Life.

Requests for exceptions to the housing policy must be submitted in writing through the Appeal Form which will be sent to a student should their Commuter Request be denied. The Appeal is then sent to the Dean of Students for a final review. Returning students must request an exception during the housing selection process the spring before the next academic year. New students must submit their request as soon as they are admitted and committed to Schreiner. The student will be notified when the verification process is completed.

A single full-time student found living off campus without university approval will be notified by e-mail to move on campus. If this is not accomplished within (10) days, the Director of Residence Life may recommend cancellation of the student's registration and/or the student will be billed for room and board charges for each term of non-compliance.

#### **HEALTH INSURANCE**

It is **mandatory** for all students to have and carry health insurance. International students, students traveling abroad, athletes and BSN students will be required to provide proof of health and accident insurance.

#### **RESIDENCE LIFE/HOUSING APPEALS**

Any student who wishes to appeal a residence life or housing decision has the right to appeal to the Dean of Students, in writing, within five working days of the written notification. Such an appeal must specify the following:

- Student's name, current address, and telephone number
- Description of the original request and result of the request
- Reason why the student believes there is merit for an appeal

All decisions made by the Dean of Students regarding residence life or housing decisions are final and no further appeal beyond that office will be allowed.