

RESIDENCE LIFE HANDBOOK 2019-2020

Director of Residence Life

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THE RESIDENCE LIFE TEAM

Resident Assistant (RA)

The RA is a full-time student in a leadership position. An 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. She/he is also available to listen when students need a friendly ear, help with facility needs, or referrals to campus resources.

Senior Resident Assistant (SRA)

The SRA is an experienced RA who holds a position of additional responsibility and supervision in campus housing. She/he performs all duties of a Resident Assistant and also serves on the Residence Life Senior Staff Team.

Resident Director (RD)

The RD is a fulltime professional staff member who lives in the living area year-round. This person is responsible for the entire area including supervision and training of staff, overseeing programming, managing hall facilities, counseling, and promoting respectful conduct.

Assistant Director of Residence Life

The Assistant Director manages housing operations and facilities issues including new student housing placement, check-in and checkout, room changes, the housing lottery, meal plans and billing.

Director of Residence Life

Director oversees Residence Life programming, in each living area. The Director supports all housing functions such as programming, staff selection and training, and development of community standards. The Director also serves as the university Judicial Officer and is responsible for all aspects of Judicial Affairs.

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 and the assumption that the room/apartment was free of any and all preexisting damage. Anything **not** noted on 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.

Keys

You will be issued a room key (and in the case of Delaney, Faulkner 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 in order 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. Residents 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 her/his 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://schreineruniversity.wufoo.com/forms/zpgh4li1cuaqju/>

While you are financially responsible for any damage that is caused to university property, we want you to be safe and we expect clear and timely communication about any problems you are having.

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, damages, maintenance, and smoke detectors will be assessed and all needs will be noted as well as the general condition of the assigned space.

Room Changes

We want to give you the opportunity to live with somebody that you feel comfortable with. The room change process takes place during the first 2 weeks, starting on **the first 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.

If a resident desires to change rooms after the room change period has expired, the resident must apply through the Office of Residence Life. A \$25 fee will be added to the student's account if the change is approved. These changes can only be approved through The Office of Residence Life and only if space permits.

Check-Out

When you check out of your room, it is important to again survey the room to determine what, if any, damage has been done during your time in the room. Any time a resident fails to check out of her/his room properly, she/he shall be subject to an improper check out fine. 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.

POLICIES

Please read these policies carefully as they apply to every residential student and her or his 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 Handbook, and the Housing and Dining Agreement, as well as any other housing documents.

In addition to the policies and regulations described in housing publications and elsewhere in this Handbook, the following policies and procedures apply to residents and their guests.

Alcohol and Drugs (On Campus) - PLEASE SEE UNIVERSITY 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 rooms/apartments that are registered 21+ rooms, where all assigned residents are at least 21 years of age or older. In order to register for a 21+ room, students must fill out the 21+ Registration Form on the website and be approved.

<https://schreineruniversity.wufoo.com/forms/21-registration-form/>

Minors, whether residents or non-residents are not allowed in rooms/apartments where alcohol is available or consumed. Apartments/rooms where assigned residents are under the age of 21 is considered “dry” and alcohol is prohibited in dry locations at all times. If residents are under 21 years of age they may not have the following in their room: Devices that are used for the manufacturing of alcoholic beverages, alcohol, beer bong, 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 Alcohol and Drug policies elsewhere in the Schreiner University Student Handbook for a more in-depth explanation.

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 Dean of Students, Charles M. Hueber at

cmhueber@schreiner.edu or the Director of Residence Life reslife@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, and k-cup coffee pots. 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 residence halls close 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

Personal ceiling fans, bunkbeds, lofts and hammocks 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 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. 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

Are prohibited, refer to CS17 and CS18 of the Student Code of Conduct for further information. Those students who wish to bring hunting firearms or knives to the university must store them with Campus Security.

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 in your room or in the living area.

Furniture

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

Group Billing

When damages, excessive trash, theft of common area furniture, or vandalism occur in the residential living area, 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 responsible person(s).
- 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 that she/he is visiting. Students are responsible for their guests' behavior and should escort them when in common areas. Violations of residence hall policy by a visitor may result in loss of visitation 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. Overnight guests are permitted to stay no more than three nights during a one-month period. 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 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 carry Schreiner Identification at all times. If you are locked out of your room between the hours of 12am and 7pm you will need to call the Security cell phone at (830) 739-1111. Security Officers will not allow you access to someone else's room. All students must present their Schreiner Identification Card to the Security Officer unlocking their door.

If you are locked out of your room between the hours of 7pm and 12am you will need to call the Resident Assistant on duty in your hall. Before the Resident Assistant will open your door for you, you will be required to fill out a lock out form. If you refuse to complete the lock out form the Residence Life Staff member will not unlock your door.

There will be a charge of \$15.00 when Schreiner Campus Security or residence life has to unlock your door.

Once a Security Officer or Residence Life Staff member has unlocked the door the student must present the key to them. If the student cannot present the key, the Security Officer or Residence Life 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 your student 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 in the event that 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.

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. 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 fails, contact a Residence Life Staff member in your building. The staff member will ensure that you have tried to resolve the issue yourself before she/he addressed the issue. ***Please remember that Courtesy Hours are in effect 24 hours a day, 7 days a week.*** Noise that is disturbing to others at any time of 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 circumstance 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 having been found to have occupied a space unassigned to them will be charged a prorated double occupancy rate specified for that type of space and a cleaning fee to restore the space back to move-in ready condition.

Parties and Gatherings

Small parties or 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 apartment 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. All use of alcohol at parties/gatherings comes under the guidelines of the Alcohol Policy.

Pets *PLEASE SEE SCHREINER UNIVERSITY PETS AND SERVICE ANIMAL POLICY*

No pets are permitted in student housing. The only exception are ***fish in an aquarium no larger than 10 gallons*** and service animals defined by ADA guidelines. Students are responsible for the care of fish and service animals over vacations and holidays. Any other pet found in a student residence hall room or apartment, for any amount of time, will result in a minimum of immediate removal of the animal(s) by the student and 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. University officials will not take possession of any unauthorized pet. All damages that may be incurred by the presence of the pet will be the responsibility of the student. Additional judicial sanctions may be imposed, if appropriate. Service and emotional support animals are approved through the Residence Life Office and are only permitted in the approved residential living space.

Procedures for Approval of Service or Emotional Support Animals in University Housing

Please review the [University Pets and Other Animals Policy](#). All requests must include:

1. A letter with the prospective resident's explanation of the tasks or function the animal has been trained to perform as a documented disability-related accommodation, the type of animal, a description of the animal (e.g. weight, breed, etc.) and the animal's name.
2. Documentation verifying that the animal is compliant with applicable laws regarding vaccination and licensing.
3. A completed *Reasonable Accommodation Verification Form* from an appropriate medical professional detailing the nature of the documented disability for which the service/therapy animal provides assistance.
4. A completed and signed *Emotional Support Animal Agreement*.

Porches/Balconies

If students wish to have furniture on the porch or balcony, it must be of the type intended to be outside. This includes lawn furniture, patio tables, and camping chairs. Upholstered furniture, such as couches and stuffed chairs, are 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. If you notice a bulb has burnt out, please report it by submitting a maintenance work order using the online maintenance request system at <https://schreineruniversity.wufoo.com/forms/zpgh4li1cuaqju/>

Posting

Public or common area bulletin boards and other “tack able” surfaces are for university notices and activities. Commercial 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 a student’s individual room. Quiet hours are from 10:00 pm to 10:00 am Sunday through Thursday and midnight to 10:00 am 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 is preventing an escape from the building. Judicial actions and fines may result for the violation of this policy.

Room and Vehicle Entry and Inspections

The university recognizes 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 routine and immediate maintenance including monthly smoke detector checks.
- 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. Additionally
- 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 Dean of Students, 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 exhibits 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.

Smoke Detectors

All rental dwellings must be equipped with operable smoke detectors. Each room shall 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

Schreiner University is a Tobacco Free campus as of January 1, 2014. Tobacco is considered (cigarettes, dip, snuff, chew, vapor, e-cigs, Juul, cigar, pipe, bidi, clove cigarette, and smokeless or spit tobacco, dissolvable tobacco, hookah, or snus.) Smoking is not allowed in any Residence Hall.

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, 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 Residence Life staff and to Campus Security.

Schreiner University strongly recommends renters insurance for all students. Renters insurance provides valuable protection if your personal belongings are stolen or damaged from a covered cause of loss, including laptop computers, textbooks, smart phones, clothing and other personal items. If your laptop or other 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.

Trash/Litter

Students are responsible for disposing of their trash in dumpsters or designated trash receptacles placed around 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 Faulkner, LA Schreiner, Delaney and Trull are from 10:00am – 12:00am Sunday through Thursday, and 10:00am – 2:00am Friday and Saturday. Pecan Grove, The Oaks, and Flato 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 found removed from windows, in disrepair (ex: bent, broken, or torn), or missing completely, residents of the room will be subject to fine and other disciplinary sanction.

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

Laundry

Washers and dryers are found in Faulkner, Trull, Delaney, Baldwin 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 to an RA or RD.

Maintenance

Individual fixtures and furnishings will occasionally break or wear out. Report repair items using the online maintenance request system at <https://schreineruniversity.wufoo.com/forms/zpgh4li1cuaqju/>. If you have waited over two weeks for the repair, please contact the Office of Residence Life directly.

Meal Plans

While living on campus, students must also have a meal plan. A student's credit hours at the end of the spring semester determines meal plan options for the next year. 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 immediately 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 duty number is posted on the back of all the room doors of the residence halls and apartments. The RD on call should always be notified in emergency situations.

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 (Greystone)
- Trull

Once a student achieves 60 hours or is 21 years old, they may move to an on-campus apartment. The following buildings have been designated as on-campus apartments:

- Pecan Grove
- The Oaks

All full-time students must live in the on-campus residence facilities until the completion of 90 hours of University.

THE FOLLOWING GROUPS ARE NOT REQUIRED TO LIVE ON CAMPUS:

- Completed 90 semester hours of university credit
- Completed 3 full academic years (6 fall/spring semesters) of living on campus
- 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 of Kerr, Gillespie, Kendall, Edwards, Bandera, Real or Kimball. These students have the option of living at home with their parent(s) or legal guardian(s) only.

A student may live off-campus if she/he meets one of the aforementioned criteria and must complete a Residence Life Commuter Information Form

<https://schreineruniversity.wufoo.com/forms/zcn45k410kz3c3/>.

Requests for exceptions to the housing policy must be submitted in writing to the Director of Residence Life. Returning students must request an exception during the housing selection process the spring before. New students must submit their appeal as soon as they are admitted. In addition, the student must provide official and/or notarized documentation that clearly supports and verifies her/his reason for appeal. The student will be notified when the verification process is completed.

A single full-time student found living off campus without approval of the Director of Residence Life will be notified by e-mail to move on campus. If this is not accomplished within ten 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.

UNIVERSITY DISCIPLINARY SANCTIONS

- Any student who engages in conduct that is prohibited by Schreiner University rules or by federal, state, or local law may be subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.
- Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus or a component institution is subject to discipline. If a student is found in violation of any aspect of the drug policy, sanctions may range from fines and community restitution to suspension/expulsion from the university.
- A student or employee is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by the university or by a component institution including field trips, internships, rotations or clinical assignments.
- A student or employee who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

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:

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

The Dean of Students will provide a written decision to the student within ten working days. 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.