

RESIDENCE HALL SOP

Room Check-in

This is the general procedure followed at the beginning of the academic year and whenever a student changes their room assignment.

Students are assigned rooms and roommates either by the Commander of the Regiment in charge of room assignments or by the Director of Housing for non-regimental students. When students arrive on campus, they check-in with the Director of Housing and with proof that their account is paid in full, a key is given to the student or if they reside in the new dorm (G), their ID card is programmed. At the time the student is handed a key, s/he is required to sign a *Residence Hall License* and receives a *Room Condition Report* (RCR) which they take to their room and fill out and have it checked and signed by the Commander in charge of their building, a RD or a RATE. These forms are turned into the Office of Residence Life where they are compared against the room chart to ensure that everyone has filled one out and they are checked for room deficiencies and then filed in the office of the Director of Residence Halls.

During the Indoctrination or Orientation students are advised/educated on the importance of taking the RCR seriously. They are completely responsible for whether or not there are charges at the end of their residence in the assigned room. If they are careful and have no damages and have written down all the defects in the room when they entered then there will be no charges at the end of the year, semester or whenever they leave the room permanently.

At check-out or earlier if damage is cited, charges are assigned based on the fees listed on the RCR. If a student fails to fill out a RCR and turn it in to the Housing Office then the student is responsible for all damage to the room regardless of when it occurred. Students are responsible for completing a RCR when they leave a room and filling out a new one when they are reassigned, having it signed by the appropriate authority and insuring that it is handed into the Director of Residence Halls office.

Any student who has charges assessed to them has the right of appeal to the Dean of Students or the Commandant of Cadets. The appeal must be in writing and must be submitted no later than 15 days after the student is notified of the charges.

Room Check-out

At the close of the academic year, students will be presented with a copy of their original RCR by the RATE or RA and will fill out the bottom portion and have it checked by the appropriate authority and signed and then they lock their door and turn in their key. Once their RCR is signed, the student must turn in their key the same day. The rooms must be

locked to ensure that no damage is done after the occupants vacate the room. Graduating seniors must settle all charges prior to graduation.

Within one week the Director of Residence Halls will forward student accounts the damage charges that can be assessed immediately. S/he will generate a spreadsheet of charges and will forward it to the Physical Plant. Physical Plant (PP) will determine the cost of repair and those costs will then be assessed. Students will be notified by mail within 30 days of leaving campus. A hold will be placed on all accounts where damage charges are assessed until payment is made.

COMMON AREA DAMAGE CHARGES

Common area damage charges are made any time during the semester in which the damage occurs. Damage charges are assessed against those students who “commonly” live in that area and use the lounge. Where the “common area” is used by all students, all students will have the damage charged against their common area damage deposit. Such places may include but not be limited to the “TIV”, the Learning Center, Baylis Lounge, 1st floor, the Game Room in D Basement.

When damage is found, the Director of Residence Halls submits a list to the Physical Plant and the PP determines the cost of repairs and submits the costs to the Dir. Of Res. Halls who in turn forwards a spreadsheet of costs to the Bursar to charge against the students’ accounts. If the damage is to the furniture, the Dir. Of Res. Halls determines the cost of replacement and again forwards the list of charges to the Bursar to charge against the students accounts.