

## Policy and Procedure

<b>Department:</b> Residential Life and Housing and Auxiliary Services	<b>Section:</b> Living at Creighton
<b>Title:</b> Checking into the Residence Halls	<b>Effective Date:</b>
<b>Authored by:</b>	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type:</b> Departmental Policy	

**Purpose:** Inform students of the policies and procedures relevant to the process of checking in to the residence halls.

**Scope:** This policy pertains to all students moving into residence halls.

**Policy:** Students are not permitted to move into the residence hall to which they are assigned until the date designated by Housing and Auxiliary Services.

**Procedure:** Students moving into the residence halls on the date designated to them by Housing and Auxiliary Services will be greeted by Residential Life staff who will facilitate their access to the building and their room and/or apartment.

Unless the community is equipped with card access to the apartment, a room key will be given to the resident; in some cases, a mail key will also be distributed to the resident.

These keys should remain with the student at all times.

Shortly after moving in, students will be asked to review a Room Inventory form to document and record any and all damages or conditions that are present when the resident assumes occupancy of the room.

Both the resident and the RA will electronically sign the form; this form is accessible on the housing portal.

**Accountability/Follow-up:** Residents may be held responsible for damages which are not documented on the form. Students should inform their RA/RD of any discrepancies on the Room Inventory sheet to avoid being charged or fined for damages that were present upon the student's arrival.