

Off-Campus Student Life Orientation and Address Policy

I. Introduction

In an effort to provide greater support and guidance, the Dean of Students Office offers an online orientation to off campus living for undergraduate Students. The online orientation highlights Student rights and responsibilities and reiterates some of the University's expectations of Students living off campus.

Since many LMU Students live off campus in the neighborhoods surrounding or near the campus, the University has a need for collecting accurate, current local address information for these Students. This information will, among other things, help with University planning, maintaining campus and University community safety and security, emergency communication and aid the University in effectively communicating with Students.

II. Definitions

For purposes of this policy, "address" is defined as the address at which the Student resides during the week while attending classes at the University. A post office box cannot be used for a local address.

III. Policy

The University requires all undergraduate Students living off campus to participate in an online orientation and to report, and update as necessary, current residence address information.

Failure to report, and update as necessary, accurate address information will constitute a violation of this policy and may result in a registration hold and/or disciplinary action.

IV. Implementation

A. Off Campus Living Orientation and Address Verification

Once each academic year, all Students living off campus will be prompted to complete the online Off-Campus Living Orientation and Address Verification process.

B. Verifying Accuracy of Address Information

In order to complete the online orientation, the Student must provide the University with documentation that verifies their current address. This documentation must have the Student's name and address printed or clearly visible on it. These documents can include but are not limited to:

1. Utility bills;
2. Lease agreements;
3. Shipping confirmation from online retailers.

Note: The Dean of Students Office does not recognize state issued driver's licenses as official documentation.

The Dean of Students Office will routinely audit the accuracy of the local addresses for all Students living off campus.

More details about the Off Campus Living Orientation and Address Verification process can be found on the Off Campus Student Life webpage at lmu.edu/OCSL.

V. Disciplinary Action for Failing to Register Address

Violation of the Off Campus Student Life Orientation and Address Policy will result in the initiation of disciplinary action for such violation(s) under the Student Conduct Code. The outcome of the disciplinary action will result in appropriate sanctions. Sanctions will vary depending on the nature of the offense.