

# Off-Campus Living Orientation and Address Policy

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## **I. Introduction**

In an effort to provide greater support and guidance, Off Campus Student Life offers an online orientation to off campus living. 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 is interested in and 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 communications and aid the University in effectively communicating with students.

## **II. Definitions**

A. For purposes of this policy, local 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 non-resident students to participate in an online off campus living orientation and to report, and update as necessary, current local address information.

Failure to report, and update as necessary, accurate local 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 Orientation and Collection of Local Address**

Prior to each fall and spring semester all students not residing on campus will be prompted via their lmu.edu email account to complete the online off campus living orientation and local address verification process. Failure to complete the online orientation, provide a current local address or complete the address verification process will result in a hold being placed on the student's PROWL account and/or disciplinary action.

The steps to the orientation and local address collection process are:

1. Student receives email notification to participate in the online orientation and address verification process.
2. Student has 30 days to complete the online orientation and provide accurate current local address information.

#### B. Verifying Accuracy of Local Address Information

Within 7 days of completing the online orientation and submitting their current local address, the student must provide Off Campus Student Life (Malone 201) with documentation that verifies the current local address. Off-Campus Student Life will routinely audit the accuracy of the local addresses for all students living off campus.

More details about the Off Campus Student Life orientation and address verification process can be found on the Off Campus Student Life webpage ([www.lmu.edu/OCSL](http://www.lmu.edu/OCSL) or [www.mylmu.edu/OCSL](http://www.mylmu.edu/OCSL)).