I. Introduction
In an effort to provide greater support and guidance, Off-Campus Student Life offers 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 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 non-resident students to participate in an online orientation and to report, and update as necessary, current 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 non-resident students 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 his/her current address. This documentation must have the student’s name and address on it. These documents can include but are not limited to:

• Utility bills
• Leases
• Magazine subscriptions

Note: Off-Campus Student Life does not recognize driver’s licenses as official documentation.
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 Living Orientation and Address Verification process can be found on the Off-Campus Student Life webpage (www.lmu.edu/OCSL).