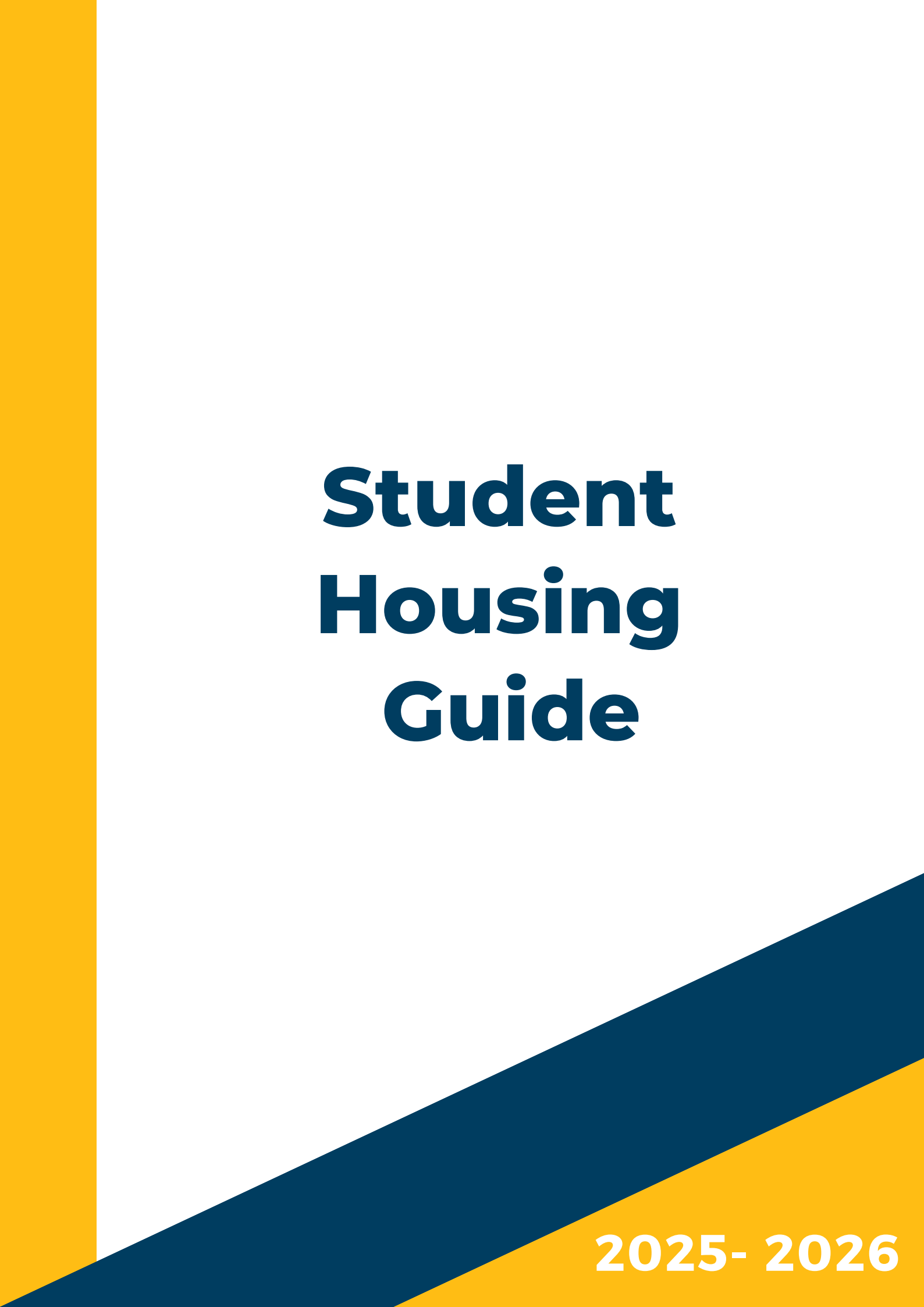




Student Housing Guide

2025- 2026

Student Housing Guide

Welcome to Regis University Housing!

We're excited to welcome you to your on-campus home at Regis! This Housing Guide is here to support you throughout your housing experience by providing clear, accessible information about the most important housing processes, policies, and resources. Whether you're navigating check-in, check-out, cancellations, emergencies, or need to connect with support services, this guide is a helpful starting point.

Our goal is to make your time in the residence halls smooth, safe, and successful. Please read this guide carefully and save it for future reference. For even more details, be sure to explore the Student Handbook, the Front Porch Housing Portal, and the Regis.edu website.

And don't forget—important updates and reminders will also be shared through our Housing & Residential Engagement newsletter, Campus Groups and the HRE Instagram!

Key Contact Information

Office of Housing and Residential Engagement

reslife@regis.edu

(303) 458-4991

housing.regis.edu

Campus Safety

(303) 458-4122

Helpful Reminders

- Check your Regis email regularly for housing updates and deadlines.
- Know your housing contract terms and cancellation policies.
- Submit all housing-related forms through the Housing Portal.
- Reach out early if you have questions or concerns—we're here to help!

Housing Processes

Housing Cancellation Overview

The Regis University Housing Contract is a binding agreement for the full academic year, including both fall and spring semesters. Students who wish to cancel their housing must submit the Housing Cancellation Request Form, available on the Ranger Front Porch at www.regis.edu/housing.

Cancellation requests submitted before a student has received a housing assignment and prior to June 1, 2025, may be eligible for cancellation without financial penalty. After June 1, or once a student has been assigned housing a \$300 non-refundable cancellation fee will apply, and the request will be subject to the university's Housing Refund Chart.

Students may be eligible for an Authorized Cancellation, such as in the case of graduation, university withdrawal, transfer, study abroad, marriage, military service, or documented medical necessity. Supporting documentation is required, and approval is not guaranteed.

Unauthorized cancellations are not eligible for a refund and do not release the student from financial responsibility.

Summer housing operates under a separate cancellation process.

Students may cancel their summer housing by submitting the Summer Housing Cancellation Form, but will remain responsible for the full calendar month in which the cancellation is submitted. No partial-month refunds or retroactive cancellations are granted.

Please note that residence halls are closed August 1–10 each year. Only students with an active summer booking through August are permitted to remain during this period.

All students are expected to follow university policies, deadlines, and housing terms. For full details, refund charts, and access to forms, visit housing.regis.edu or contact reslife@regis.edu.

Housing Processes

Check-In and Check- Out Overview

Upon arrival to campus housing, students should first pick up their key and student ID at their designated location. After moving in, each student is required to complete and review their Room Condition Report (RCR) to note the condition of their assigned space. Any damages discovered must be reported within 48 hours through the Housing Portal or to a Community Assistant (CA) or Community Development Assistant (CDA).

Prior to move-in and again after check-out, all rooms will be inspected by staff for any damages, missing items and cleanliness concerns.

When it comes time to move out, students have two check-out options: the **Standard Check-Out**, which involves scheduling a formal walk-through with a CA, CDA, Desk Assistant or Lead CDA; or the **Express Check-Out**, where students use an Express Check-Out envelope, follow the enclosed instructions, vacate their room, and drop their keys at a designated location. Regardless of the check-out method, all students must remove their personal belongings, clean their space thoroughly, return university-provided furniture to its original layout, and return all issued keys. Failure to complete these steps may result in improper check-out charges and additional fees for any damages or excessive cleaning.

Residents may be charged for damages to their assigned room, shared spaces, or other University property that exceed normal wear and tear. These charges are determined based on repair costs provided by Physical Plant and reflect the materials and labor required to restore the space to its original condition.

If a student believes a charge was assigned in error, they may submit a Damage Billing Appeal within 14 calendar days of the billing date. To be considered, appeals must be submitted using the official form available on the Housing Portal and must include appropriate documentation or evidence supporting the request. Appeals submitted without supporting information or after the 14-day window will not be reviewed.

Please note that students who did not complete a check out, waive their right to appeal any damage charges, as a formal walkthrough was not conducted.

Housing Processes

Summer and Winter Housing Availability & Transition Periods

Summer and Winter housing is available to eligible individuals based on University guidelines.

Summer housing is open to current Regis University students, incoming students, and approved external guests participating in camps or conferences. To apply, students must complete the Summer Housing Application through the Housing Portal. All summer residents are expected to follow the Regis University Student Handbook, and those under the age of 18 must also comply with the University's Protection of Minors Policy. Students wishing to cancel their summer housing must submit the Summer Housing Cancellation Form by the stated deadline to avoid financial penalties.

Winter housing is available only to current academic year students who need housing during the break period. Students must apply for winter break housing through the Housing Portal and are expected to follow all behavioral expectations outlined in the Student Handbook.

Early Arrival and Late Stay Requests

A limited number of early arrival and late stay options are available for students. These accommodations are available during both the summer and winter terms on a package-based, fee-assessed structure. Approval is not guaranteed and is subject to space availability and departmental capacity. Students interested in arriving before their scheduled move-in date or staying after their official move-out date must submit an application on the Housing Portal in advance and will be notified of their eligibility and any associated fees.

Transition Period: Limited Housing Availability in August

Please note that there is a transition period in August between the end of summer housing and the beginning of fall semester move-in. During this time, housing is unavailable to allow for building resets, cleaning, and operational planning. Early arrival is not offered during this window. Students are expected to coordinate alternate accommodations if they are unable to arrive according to standard housing timelines.

Housing Processes

Housing Selection

Each year, returning students participate in the housing selection process to secure on-campus housing for the upcoming academic year. This process is managed through the Front Porch Housing Portal and typically opens during the spring semester. Students complete the housing application and, during their assigned window, may select their room. Application and selection dates are organized by class standing, beginning with rising seniors and juniors, followed by sophomores, graduate students, and new first-year or transfer students.

Students are encouraged to apply early, as room availability is prioritized on a first-come, first-served basis within each classification group. Once a room is selected, the housing assignment is considered confirmed, and students will be billed accordingly. It is the student's responsibility to read and understand the terms of the housing contract prior to submission.

Single Room Waitlist Process

Single rooms at Regis University are limited and managed through a waitlist process. Students interested in a single room for non-medical reasons may submit a request through the Front Porch Housing Portal after completing their housing assignment for the academic year. To receive priority consideration, students must already have a confirmed housing assignment. Those without a current assignment may still submit a request, but their placement on the waitlist will be lower.

The waitlist opens at a designated time after the general housing selection process and is managed by submission timestamp. Forms submitted before the official opening will not be accepted. All requests must be submitted through the official form in the Housing Portal. Offers are sent to students via Regis University email and must be accepted within 24 hours. If no response is received or an offer is declined, the student will be removed from the waitlist and the next eligible student will be contacted.

Students who accept a single room offer will have their housing assignment and billing updated accordingly. Once accepted, the single room assignment is final and may not be reversed unless a formal housing cancellation is granted under university policy. Students are responsible for any additional housing charges associated with a single room.

Housing Processes

Single Room Process - Accommodation-based

If you are requesting a single room based on a medical need or disability-related accommodation, including the need for an Emotional Support Animal (ESA), these requests must be submitted directly through Student Disability Services (SDS), not through the general single room waitlist. SDS evaluates all medical and disability-related housing accommodations and works in collaboration with the Office of Housing and Residential Engagement to determine appropriate placements.

To begin the accommodation process, visit the [Student Disability Services website](#), where you can access forms and submit documentation. Students should begin this process as early as possible to ensure housing needs can be met in a timely and appropriate manner.

Housing Exemptions

Regis University requires all first- and second-year students to live on campus for four semesters. Students who meet certain eligibility criteria may apply for a housing exemption through the Front Porch Housing Portal. Exemption requests are typically submitted as part of the housing application process during the spring semester and must be renewed annually.

Exemptions may be granted for students who will be 21 years or older by the start of the academic year, are married or have children, live with a parent or legal guardian within 25 miles of campus, or are transfer students who have completed four previous full-time semesters of on-campus living elsewhere. All exemption requests must be submitted by August 1. Students without an approved exemption or a housing assignment by this date will be subject to a late fee.

Students whose exemption requests are denied may submit an appeal, which must be received no later than July 31. Appeals received after this date will not be reviewed. Students considering off-campus living should consult with the Office of Financial Aid prior to submitting an exemption request, as it may affect their aid eligibility.

Student Resources

Emergency Contact, Room Entry, and Safety Protocols

All students are required to provide an emergency contact through the Housing Portal. In the event of a serious illness, injury, or other significant concern, Housing staff or university officials may notify your designated emergency contact to ensure appropriate support and communication.

Housing staff may key into your room without prior notice in specific situations, including scheduled health and safety inspections, maintenance or emergency repairs, immediate emergencies that pose a risk to health, safety, or property, and policy investigations as outlined in the Student Handbook. While staff will make every effort to notify you in advance, this may not always be possible depending on the urgency of the situation.

For evening and weekend support, students should contact their Community Assistant (CA) or Community Development Assistant (CDA) On-Call for situations such as lockouts, noise complaints affecting the community, urgent maintenance concerns like water leaks or lack of heat, lost keys or student IDs, or other immediate needs when the Housing Office is closed.

On-Call contact numbers are posted at the front desk and main entry of each residential building.

Students should contact Campus Safety at (303) 458-4122 for non-emergency safety matters, including reports of suspicious activity, welfare checks, or minor incidents.

In the case of life-threatening emergencies, active threats, serious injuries, fires, or crimes in progress, call 911 immediately. After contacting emergency services, please also notify Campus Safety to ensure coordinated support and response.

Residence Halls

Regis University offers a variety of residential housing options designed to support students throughout their academic journey. All residential facilities are guided by the university's commitment to affordability, community, and transparency in housing costs.

DeSmet Hall also features a traditional-style layout with mostly double rooms and shared bathrooms. It has a strong sense of community through regular programming and engagement opportunities and is home primarily to first-year students seeking a connected, supportive living experience.

O'Connell Hall is a traditional-style residence hall with double-occupancy rooms and shared community bathrooms on each floor. Known for its classic dormitory feel and abundant natural light, it offers convenient access to the Quad and central campus. O'Connell primarily houses first-year and second-year students and frequently serves as a location for break housing or overflow assignments during the academic year.

West Hall provides suite-style housing, with two double-occupancy bedrooms sharing a bathroom (four students per suite). With air conditioning, modern amenities, and elevators, West Hall is ideal for second-year and upper-division students who want more independence while remaining part of a residential community. It's a popular choice for students transitioning from traditional halls like O'Connell or DeSmet.

Residence Village Townhomes offer a townhouse-style experience with private bedrooms, shared kitchens and living rooms, and multiple bathrooms, each unit typically housing six students. These townhomes are designated for juniors, seniors, and graduate students seeking a more independent living environment while still being on campus. Residence Village is among the most in-demand housing options.

Residence Halls

Meal Plan Requirements

All residential students are required to enroll in a university meal plan. Meal plans are non-optional and are billed in addition to room charges. Plans are designed to support student wellness, community engagement, and accessibility to healthy dining options across campus. For terms, conditions, and rate information, students can visit rangerdining.com.

Transparent Housing Costs at Regis University

At Regis University, we are committed to providing clear and upfront information about the cost of on-campus living. In alignment with the Federal Trade Commission's Trade Regulation Rule on Unfair or Deceptive Fees (effective May 12, 2025), we disclose all mandatory housing-related costs to help students and families plan with confidence. Your total university bill will include:

- Room charges based on your assigned space
- Mandatory meal plan, required for all residential students

Additional charges may apply in specific circumstances, such as:

- Cleaning fees, assessed only if your room or suite requires additional services after move-out
- Conduct-related fees, charged only if a policy violation occurs and is adjudicated

These additional charges are not included in standard housing rates and only apply if incurred. They are situational and not imposed on all residents.

Fee structures and related policies are documented in the internal Standard Operating Procedures for Housing and Residential Engagement and will be available publicly in the Regis University Housing Guide, launching at housing.regis.edu in August 2025.

Our goal is to ensure that all housing-related costs are transparent—no hidden fees, no surprises. For a full breakdown of housing and meal plan rates, please visit regis.edu.

Housing Violations & Prohibited Items

As a resident of Regis University housing, students are expected to follow all policies outlined in the Regis Student Handbook, with additional housing-specific rules enforced by the Office of Housing and Residential Engagement (HRE). While the full list of policies is available in the handbook, below are common housing-specific violations and prohibited items that may result in conduct action or fines.

Common Housing Violations

- **Improper Check-Out:** Failure to follow the designated check-out procedures—such as not scheduling an appointment, not using an Express Check-Out envelope, or not returning keys—will result in a \$150 improper check-out fee, with additional charges possible for damages or cleaning.
- **Excessive Trash:** Leaving more than three 13-gallon trash bags of waste in the room or shared space will result in a \$50 fee per additional bag.
- **Abandoned Items or Unapproved Furniture:** Items left behind after check-out, including large or unapproved furniture, will result in fees ranging from \$25 to \$100 per item depending on size and removal needs.
- **Unauthorized Room Changes:** Students must not move between rooms without formal approval from HRE. Unauthorized relocations may result in conduct action and relocation back to the original assignment and a \$150 fee and cleaning charges.
- **Tampering with Life Safety Equipment:** Disabling smoke detectors, covering sprinklers, or tampering with fire extinguishers or exit signage is a serious policy violation and may result in removal from housing.
- **Noise Violations & Community Disruption:** Disrespecting quiet hours, hosting loud gatherings, or behavior that disrupts the residential community may lead to conduct outcomes.
- **Smoking or Vaping:** Smoking, vaping, and the use of e-cigarettes are strictly prohibited in all campus housing, including residence halls, apartments, shared spaces, and within 25 feet of any building. Violations will result in conduct referrals and may include fines and further disciplinary action.

Housing Violations & Prohibited Items

Prohibited Items

For safety and compliance reasons, the following items are not permitted in residence halls:

- Open flames or items that produce them (i.e., candles, incense, lighters left unattended)
- Extension cords without surge protectors
- Non-university-approved lofts or bed risers
- Halogen lamps or multi-headed floor lamps
- Cooking appliances in non-kitchen areas (i.e., hot plates, toasters, air fryers)
- Personal microwaves in rooms are not permitted (see room amenities list)
- Refrigerators larger than 4.3 cubic feet unless provided by the University
- Weapons of any kind, including decorative or replica items
- Alcohol or drug paraphernalia, including items used for consumption (see below).
- Tobacco, vaping, and smoking devices or accessories
- Unauthorized animals, including pets brought by guests

Alcohol Policy Summary

Alcohol is not permitted in residence halls unless all roommates are 21 or older, and even then, strict rules apply. If anyone in the space is under 21, alcohol is not allowed, regardless of ownership.

Prohibited at all times:

- Empty alcohol containers (even for decoration)
- Kegs, punch bowls, or common-source containers
- Drinking games and related items
- Alcohol in common areas (hallways, lounges, etc.)
- Public intoxication or disruptive behavior

Permitted Use:

21+ residents may consume alcohol privately in their room, only if everyone present is also 21+.

Violations may lead to fines, educational sanctions, or loss of housing. See the [Regis Student Handbook](#) for full policy details.

Housing Violations & Prohibited Items

Animal Policy & Violations

Only approved Service Animals and Emotional Support Animals (ESAs) may reside in the residence halls. These animals must be approved through both Student Disability Services (SDS) and Housing and Residential Engagement (HRE) following the outlined application and documentation process. Unauthorized animals—including evidence of animals such as food bowls, cages, or litter boxes—will result in a \$300 fee, and the animal must be removed within 24 hours of notification. Each repeat violation will result in a \$500 fee and may lead to the animal being permanently banned from campus..

Permitted animals include:

- SDS-approved Service Animals or ESAs
- Fish (maximum two per room, in a single aquarium not exceeding 10 gallons)

No other animals, including guest pets, are allowed in residence halls or university buildings.

Get to Know Your Housing Team & Community Life at Regis

Our residence halls are more than just places to sleep—they're vibrant communities designed to help you grow, connect, and thrive during your time on campus. The Office of Housing and Residential Engagement (HRE), part of the Division of Student Affairs, is here to support you in making Regis your home.

Meet Your Residential Team

Our live-in residential staff are committed to creating safe, inclusive, and engaging communities grounded in Jesuit values like reflection, service, community, and care for the whole person (*cura personalis*). These student and professional team members are here to support your success and help you feel connected from day one:

- Lead Community Development Assistants (LCDAs) are experienced live-in student leaders who help manage hall operations, mentor their peers, and support residents. They're a go-to resource for guidance, questions, or help navigating campus life.
- Community Development Assistants (CDAs) are live-in student leaders responsible for building positive relationships, leading programs, responding to student needs, and encouraging respectful community living. You'll see them regularly in your hall and at events.
- Community Assistants (CAs) are live-in peer mentors who typically support students in more independent living environments, such as townhouses. They help create a welcoming atmosphere by building connections, encouraging engagement, and serving as a friendly, reliable presence within their community.
- Peer Ministers (PMs) are live-in spiritual leaders who serve as a bridge between University Ministry and the residence halls. Rooted in Jesuit values, they support students of all faiths and backgrounds through meaningful conversation, inclusive reflection, and presence-based ministry.

Get to Know Your Housing Team & Community Life at Regis

Programs & Community Engagement

Living on campus means more than just having a place to sleep, it's about becoming part of a vibrant, supportive community. Throughout the academic year, our residential team hosts a wide variety of programs designed to help you learn, connect, and grow. Whether you're attending your first welcome event or helping lead a campus tradition, there's something for everyone.

Our programs are built around three core goals:

- **Community Building:** Get to know your neighbors, celebrate your identities, and take part in traditions that help create a sense of belonging in your hall.
- **Personal Growth:** Explore leadership, wellness, social justice, and service through interactive events inspired by Jesuit values like reflection, inclusion, and care for the whole person (*cura personalis*).
- **Fun & Engagement:** Enjoy trivia nights, wellness workshops, community cookouts, and more.

Looking to get even more involved? Run for a hall senate position or apply to become a student leader to help shape your residential experience.

Your Housing Office

The Housing Office is home to your:

- Residential Management and Operations
- Residential Engagement

We manage housing assignments, support student needs, and work closely with campus partners. As part of the Division of Student Affairs, our goal is to help you thrive throughout your time at Regis.

Follow us on Instagram and Campus Groups for exciting updates!

Instagram: @RU_HRE