

## Policy: Clearance Verification for Students Moving On Campus

Our goal is to ensure a consistent, well-coordinated process that supports student success while maintaining appropriate administrative controls during a particularly demanding period for the institution. We must ensure every student is permitted to move into campus housing only after Residence Life/Campus Police have verified the student is cleared for move-in according to the institution's clearance requirements.

This policy applies to:

- Summer I, Summer II, Fall, and all scheduled early move-in dates
- Weekend and after-hours move-in events
- Students who arrive outside their assigned move-in date/time

### Clearance List

**A student must be cleared to receive room access and/or keys.**

Campus Police cannot rely solely on a student's statement about their room assignment. Clearance must be confirmed by Residence Life.

### Clearance List Requirements

All clearance decisions must be based on the institutional Clearance List fields.

A. The clearance checklist must include verification of:

New Students Only	ALL Students
Admission to PC	
\$300 Deposit submitted	
Full-time Enrollment for fall	Full-time Enrollment for fall, unless otherwise given permission to be part-time
Immunizations received and cleared	Immunizations received and cleared
Final High School Transcripts	
Student Accounts paid in full or payment arrangement made (payment plan or loans)	Student Accounts paid in full or payment arrangement made (payment plan or loans)
Financial Aid Documents Finalized	Financial Aid Documents Finalized
<u>Pre-registration for parking</u> <i>A pre-application for a parking pass is not required for students without a vehicle, but they must email Campus Police to inform them they will not be bringing a vehicle.</i>	<u>Pre-registration for parking</u> <i>A pre-application for a parking pass is not required for students without a vehicle, but they must email Campus Police to inform them they will not be bringing a vehicle.</i>
Photo for student ID submitted	

B. Athletes (additional) – Confirmed by the Athletics Office

- FAFSA received
- Appropriate health insurance on record

## **Policy for Summer Clearance vs. Fall Compliance**

A. Summer I cleared, not compliant for Fall

- Students may be ok to be on campus for Summer I (primarily WBB and MBB), but must be compliant for Fall before moving in for Summer II.
- INBRE and Summer Fellows must also be compliant for Fall to continue into Summer II.

B. Summer II cleared, not compliant for Fall

- All students living on campus during Summer II or enrolled in Summer II must be cleared for Fall before moving into Summer II.
- If already on campus from Summer I, they will be required to vacate their residence hall room if not cleared for Fall.

## **Enforcement**

This policy has been approved by President Anita Gustafson. Violations of check-in/key authorization requirements (including attempting to gain access without clearance or failing to complete check-in) may result in:

- Denial of room access and/or key distribution
- Reporting to Residence Life and conduct procedures as applicable