

## **POLICY NO. 203**

### **Area: Enrollment Management**

Adopted: October 7, 2003

Certified by \_\_\_\_\_  
Dr. Adolphus Andrews  
Executive Vice President and  
Chief Financial Officer

Revisions Approved:

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**Subject:                   STUDENT ROOM AND BOARD**

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1. Central State University requires students to sign a contract for residence hall room and meal plans for the academic year.
2. Students who send a contract and a room and key deposit to Central State University are assigned room and board fees in the administrative computer system by Residence Life. For registered students, this process also updates the student ID card, which authorizes residence hall and dining facility access.
3. Each week, residence hall coordinators will perform a room check for all residence hall students. This review must then be updated in the university's computer system to ensure accurate room rosters, local addresses, accurate fees, and facility access authorization. Students who are not registered will not be permitted to occupy residence hall rooms. An exception report listing students not registered but who are assigned room or board will be distributed, and residence life is required to review this report and take corrective action.