

March 19, 2020

Greetings,

Please review the important information below regarding on-campus housing at this time:

On-Campus Housing and Travel - RMC has determined any student who wants to finish this semester's courses fully online will be allowed to do so. While the residence halls and campus dining intend to remain open, students who are able to safely travel home and vacate the residence halls are strongly encouraged to do so. Students who choose to vacate the halls **without** the intent to return upon the close of the spring semester should complete the full room check out process before leaving. To initiate the check out process please complete the online [Contract Cancellation Request Form](#).

Residence Hall Policies - all RMC policies are in strict enforcement. **Students found in violation of RMC policy or COVID-19 safety protocols may be removed from campus housing immediately. Everyone has the responsibility of not only keeping themselves safe but others safe from COVID-19.** Please note there have been additional policy updates as a result of COVID-19 protocols:

- 1) implementation of academic quiet hours to support online learning success - Monday - Friday 8 am to 3 pm - during this time students are expected to conduct themselves at a volume as they would in an academic classroom;
- 2) no guests permitted in the residence halls - this includes students from other buildings;
- 3) social distancing will be enforced in all common areas to include no more than 3 people in a space and a minimum of a 6-foot distance between each person.

Work Orders - Non-urgent work orders won't be responded to until the COVID-19 campus protocols are suspended. Students should continue to put in work orders but understand there will be a delay in response. If there is an urgent work order (water, electricity, heat, locks, or glass) students should put in a work order and follow up with a phone call to the Residence Life Emergency On-Call staff at 406-698-8777 to have the work order expedited. Work orders can be submitted online at rocky.edu/workorder.

Building Access - all student residence hall access has been suspended until COVID-19 campus protocols end UNLESS students have registered to remain on campus using the [RMC Student Return To Campus Update Form](#). Additionally, the Student Center will only be accessible via access card - students using the student center for the computer lab, mailroom or dining purposes should use the east or south entrance doors (please do not use service entrances on the west side).

Summer and Fall Housing Sign-Ups for Returning Students - students wanting to request summer housing can apply online using the [Summer Break On-Campus Housing Request Form](#); students wanting to sign up for the 2020-2021 academic year should monitor their email for information in early April.

As you aware the COVID-19 situation remains very fluid and housing policies, procedures and availability may be modified at any time. Continue to check the <https://www.rocky.edu/coronavirus> for updates.

Thank you,

Shaydean