

**PROCEDURE NO. 203.1**  
**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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The following is the procedure for assignment and control of room and board for Central State University.

1. A residence life contract for room and board is signed by the student agreeing to both room and board charges for each term until the end of the current academic year. For registered students with a contract, no room and board fees can be removed without Vice President approval.
2. Once a contract and a room and key deposit is received, applications for room and board are entered into CSU's Banner computer system (SLAASCD screen).
3. Students who have an application are then assigned room and meal plans (Banner SLARASG and SLAMASG screens). These updates must be completed daily.
4. Room and meal assignments must be completed four weeks prior to the beginning of each term. Residence Life must run the batch assessment process to ensure all fees are processed. This deadline is necessary to support book voucher, student account billings, and balance reviews for registration authorization. After this deadline, students who request room/board can be added only after registration is completed.
5. Each week, Residence Life will print and distribute the Banner system report "Active Housing Assignments (SLRHLST)" to residence hall coordinators.
6. Each week, residence hall coordinators must perform a room-by-room check to record each student occupying all residence hall rooms. The result of this review must be marked on the SLRHLST report, including any additions or deletions. Residence hall coordinators will access the Banner system to update any changes within 24 hours.

7. Any student found who is not registered and is occupying a room must be notified to vacate and a copy of this notification must be provided to the Dean of Students and the VP of Enrollment Management. Any student who is not registered and may be experiencing delays with financial aid cannot occupy a room.
8. Weekly, residence hall coordinators will forward copies of each SLRHLSST report to the Residence Life Director who will monitor for procedure enforcement and will prepare a summary of findings to the Dean of Students and the VP of Enrollment Management.
9. Updates to room and board assignments (Banner SLARASG and SLAMASG screens) are automatically passed for only registered students to the student ID system each night.
10. Information Technology will distribute an exception report showing students with room/board assignments but are not registered. This report is to be distributed weekly to each residence hall coordinator, the Residence Life Director and the Controller.
11. During the start of each term, accurate room and board assignments (Banner SLARASG and SLAMASG screens) must be in place by the seventh day of the term. This will require a room inventory and Banner updates by the end of the first week of the term.
12. Students that move to another residence hall must have both their local address and room assignment updated as soon as possible. This information is often used by the registrar for important communications at the beginning, mid term, and end of term.
13. The Bursar will review student accounts to ensure that both room and board fees are assessed. Any exceptions will be sent to the Residence Life Director.
14. Students who wish to withdraw must begin with a written withdrawal form filed with the registrar. Residence Life will use this withdrawal to prorate room and board charges and to arrange for student departure.