Life on Campus
Saint Martin’s University
Office of Housing and Residence Life
A resource guide to on-campus living in your first year
Introduction to Residence Life

Welcome to Residence Life at SMU! This guide to community living is for you to read and ponder so that you can get to know what it is like to be a resident student at SMU! The pages will help you become familiar with the basic amenities as well as the of a resident.

Important Dates for Residence Life

Deadline for Linen Ordering: August 2nd

Assignment Letters arrive in your SMU email box: August 6th

Move-in day for new students: August 23rd

First Year Floor Meetings: August 23rd at 7pm

Upper class Floor Meetings: August 25th at 8pm

Halls Close for Winter Break: December 25th at noon

Halls Open for Spring Semester: January 11th at 9am

Spring Break (Halls open): March 9th-13th

Halls Close for Spring: May 8th at noon (Commencement on May 9th, Graduating students may stay until the 10th at noon)

How to stay engaged!

Residence Life has a variety of ways to receive information. Above all it is important to check your email for events, reminders, and deadlines. Make it a habit now and you won’t miss a thing! Here are some other ways to get information from the Office of Housing and Residence Life

Weekly Newsletter: This newsletter is sent via email and across social media every week to provide news!

Social Media: Like us on Facebook, Twitter and Instagram to keep up on current events and other important news!

@SMUSaintsResLife @Saints_ResLife @smu_housing.reslife
**Residence Hall Information**

Saint Martin’s has four residence halls available for students. Application preferences are taken into account when new residents apply but are subject to availability. For more information contact housing@stmartin.edu. All residence halls host TV, meeting, and study spaces, laundry facilities, internet access, cable access in each room, security locked doors and staff assistance. All furniture is modular and each room comes with an extra long twin bed, and a microwave and refrigerator combo (standard and suite style rooms) or a standard microwave and full size refrigerator (apartments).

<table>
<thead>
<tr>
<th>Residence hall</th>
<th>Eligible student status</th>
<th>Housing type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baran Hall</td>
<td>Sophomores, juniors, seniors, and graduate students</td>
<td>Traditional residence hall that features spacious single rooms and community baths</td>
</tr>
<tr>
<td>Burton Hall</td>
<td>Juniors, seniors, graduate students, and those over 21</td>
<td>Apartment style</td>
</tr>
<tr>
<td>Parsons Hall</td>
<td>First-year students and upper-class students (sophomore through graduate)</td>
<td>Double and triple rooms for first-years with shared community baths, single suites with private or shared baths (limited)</td>
</tr>
<tr>
<td>Spangler Hall</td>
<td>Sophomores, juniors, seniors, and graduate students, Norcia Leadership Community</td>
<td>Two- to four-person suites and four-bedroom apartments</td>
</tr>
</tbody>
</table>

**Housing Assignment Letters** will arrive via your SMU email on or before August 6th. It will contain the following information:

- Your housing assignment
- Who you will be living with (if applicable)
- Your mailbox number
- Confirmation of your meal plan
- Reminder about move-in
Accommodations
We are committed to providing accessible housing for students and provide it at an equitable rate. Generally, cost may be adjusted according to the room’s price before the accommodation was made. For example, if the accommodation requires a single room, the individual may be housed alone in a double room space, and be charged for a double. Students needing housing accommodations due to disability need to register with Disability Support Services. This registration can be done by contacting the disability support coordinator, Geoff Brown at gbrown@stmartin.edu or phone 360-438-4580.

On-Campus Web Access
Connecting to the web on campus is relatively easy but requires some steps to set up your account.

Step 1: Connect to the campus network
Use a network cable in your room (Ethernet) and/or a Wi-Fi connection. The campus wireless network is called “SMU”. The password is smusaints. IT recommends using a network cable to connect the network from your campus residence. Wifi is available, but students are encouraged to use Ethernet cables for a wired connection.

Step 2: Register your device
Logon to nac.stmartin.edu through your internet browser. Follow the on-screen directions to complete your registration. If you have the MAC address for a device you want to register and you have access to a computer which is connected to the internet, you can register another device by pointing your browser to http://join.stmartin.edu and following the onscreen instructions. If you want help registering your personal computer, game console or smart phone on the campus network please contact the Help Desk by email help@stmartin.edu or at 360-438-4338, or stop by to see us in the O’Grady Library on the main level next to the elevator.

Step 3: Read and abide by the Acceptable Use Policy
Saint Martin’s University provides numerous resources for the University’s community to support its educational mission. The use of these resources must be consistent with the goals of the University. As a member of the Saint Martin’s University community, all users are expected to act responsibly and follow all applicable laws, guidelines, policies, and procedures when utilizing campus property and resources.

The University’s Acceptable Use Policy includes the following guidelines that apply to all university community members and guests, including members of the Abbey, faculty, students, and staff:

- Using another’s name or account, making a password or access code available to others, or otherwise evading or disabling security restrictions is grounds for immediate disciplinary action.
- Hardware changes, software installations, and system modification is to be done by authorized personnel only. Such restrictions are designed to ensure integrity and readiness of use.
- Obtaining and distributing illegally shared content using peer-to-peer file sharing is prohibited. The University is obligated by federal law to vigorously pursue copyright infringement claims.
(Continued)

- Certain personal devices and device behaviors interfere with the University’s network. For the sake of fairness, broadcasting devices such as wireless hotspots, routers, and other networking equipment must remain unplugged and turned off at all times. Devices with wireless sharing capabilities must have those features disabled. Such devices include: wireless printers, smart televisions, phone hotspots, and streaming devices such as Roku and Chromecast. Devices that do not comply are monitored, located, and addressed by ITS for the sake of the University.
- Posting or transmitting abusive, explicit, or unwanted material is unacceptable. Targeting a person, group, or organization to cause distress, injury, unwanted attention, or discomfort is harassment, and will not be tolerated.
- Distribution of improper advertising, soliciting, chain letters, hoax emails, and pyramid schemes will not be tolerated except when permitted by non-conflicting law in designated areas.

Issues concerning these guidelines, allegations of harassment, or misuse of resources should be brought to the attention of Integrated Technology Service or the Office of Human Resources as soon as possible. ITS is located on the main level of the O’Grady Library, and can be reached at 360-688-2222 or Help@stmartin.edu.

**Rights and Responsibilities of Community Living**

Community living is a unique and challenging experience and requires a commitment each day to upholding the community policies and taking responsible action to ensure the safety, security and overall wellbeing of each person. It is everyone’s responsibility! Here are some things to remember when living in community spaces:

- **Be open minded!** You are going to meet people that are different from you. Make sure to listen and learn. This is a part of the SMU experience. As Saint Benedict says, “Remember to listen with the ear of your heart.”
- **Respect courtesy hours,** that means that whether it is quiet hours or not, there should be no loud music playing or yelling in the hall as anyone could be sleeping or studying at any point in the day.
- **Clean up after yourself,** especially in community spaces. Custodial staff does not clean up after messes and will not take out personal trash.
- **Follow housing policies** as they are there to make sure that everyone has a safe, clean and comfortable place to live.
- **Everyone has the right to provide feedback to peers.** Please be kind and if confronted about noise or cleanliness, etc. listen to your peer(s) as the needs of everyone matters.

*All student handbook policies can be found online, in the housing application and in summer and fall emails. Please read it before arriving to campus.*
Residence Life Policies

The SMU Handbook is a great read before you arrive on campus! It is a great way to know the rules and rights that you have as students. Here are a few important policies to remember when living in the residence halls. Visit the Office of Student Affairs site to read the most current student handbook.

Alcohol and Other Controlled Substances: The possession and use of alcohol and/or other illicit drugs are prohibited in university residence halls. In addition, possession of empty alcohol and/or drug containers or paraphernalia; remaining in a location where alcohol, drugs, or paraphernalia are present; assisting someone else in concealing the product or its effect on an individual; or any other violation of Housing and/or University policies due to alcohol consumption or drug use also constitutes a violation of this policy.

Cohabitation: As a Catholic institution, Saint Martin’s University affirms that sexual relationships are intended to be experienced within the context of the sacrament of marriage, a lifelong commitment and union. Consequently, cohabitation is prohibited on campus. The University defines cohabitation as engaging in intimate sexual activities at any time or spending the night with or hosting/visiting a guest or resident with whom one is in an amorous relationship after 1:00 am.

Common Areas and Community Furniture: No residence hall “common use” furniture or property is to be tampered with or removed from any area without authorization from a Housing and Residence Life staff member. No residence hall furniture/property, personal property, or trash is permitted on the exterior walkways or balconies of Burton Hall or in the hallways of other buildings. Individuals or rooms discovered in violation of this policy will be charged $25 per piece of furniture/property/trash per day and may receive additional disciplinary sanctions.

Fire Safety: Tampering with fire safety equipment (sprinklers, pull stations, extinguishers, smoke detectors, hoses, etc.), generating a false alarm, failing to evacuate during a drill, or engaging in any behavior constituting a fire or safety hazard is prohibited and may be grounds for suspension from the
University and further legal action. Propping open fire doors, covering fire safety equipment, or removing batteries from smoke detectors will result in disciplinary action, which may include a $50 minimum fine.

**Guest and Visitation Policy:** A guest is defined as any individual who is not a contracted resident of Saint Martin’s University. Guests may not be left alone in University facilities or provided with proximity cards or room keys. The host is responsible for the behavior of the guest(s), and guests are expected to comply with residence hall regulations. Guests may be asked to leave the halls if they cannot demonstrate that they are a guest of a resident, are not on University business, or do not have a guest pass issued by an authorized Residence Life staff member.

Overnight guests must be of the same gender as the host and may not be in an amorous relationship with any resident of the room, suite, or apartment. An overnight guest is defined as a person visiting between 11:00 pm and 9:00 am on weeknights and 1:00 am and 9:00 am on weekends. Overnight guests are only permitted with the roommate’s consent and after obtaining a guest pass. Guest passes may be obtained online or at the Spangler or Parsons Desks during business hours or between 9:00 and 11:00 pm. Overnight guests are only to sleep in the host’s room, and the maximum length of a visit is three consecutive nights and no more than 10 nights per semester.

**Lockouts and Keys:** Residents are required to carry their keys at all times. Residents are granted three free lockouts per semester. After the third lockout, residents will be charged $25 per lockout. If a resident loses a key, the resident’s student account will be charged $50 per key replaced. Keys should never be loaned to a third party. Room keys may not be duplicated or given to other students or guests. A student who illegally possesses, uses, or duplicates a university key will be subject to disciplinary action.
Noise and Quiet Hours: Official quiet hours for all halls are: Sunday-Thursday: 11:00 pm to 8:00 am and Friday-Saturday: 1:00 am to 10:00 am. All other hours are considered courtesy hours. One week prior to and throughout finals week, round-the-clock quiet hours are in effect. Any noise heard outside of rooms during this time may be a violation.

Pets: Because of fleas, sanitation, allergy concerns, and consideration for other people and property, students who live in the residence halls are not allowed to have pets other than fish in a five-gallon tank. Students who require the assistance of a service animal may refer to the University’s policy on service animals or contact the Office of Disability Support Services at (360) 438-4580 for further information.

Prohibited Items: Prohibited items found in the residence halls will be confiscated and disciplinary action may be taken. If confiscated items are being removed from campus by the owner, those items may be returned upon written request. All confiscated items retained by Residence Life will be disposed of after 30 days if not claimed. The following items are prohibited in the residence halls:

- Hot pots, hot plates, toaster ovens (one toaster per apartment kitchen area allowed), space heaters, halogen lamps, lava lamps, candles, incense, hookahs, and any open element heating device or other fire hazard.
- Microwaves, refrigerators, freezers, air conditioners, and other major appliances already supplied by the University.
- Weapons including, but not limited to, lethal and non-lethal firearms, tasers, swords, and knives restricted by the University’s weapons policy.
- Fireworks or other explosives.
- Amplifiers, speakers greater than six inches in diameter, subwoofers, and wireless internet routers.
- Remote-controlled flying devices commonly referred to as “drones” and self-balancing scooters or “hoverboards”.
- Alcohol and/or drug paraphernalia including, but not limited to, beer kegs, alcoholic beverage containers used for display, shot glasses, bongs, pipes, and grinders.
- Pets other than approved service/therapy animals or fish in a five-gallon tank.
- Beds, wardrobes, couches, and other large pieces of furniture that are already supplied by the University or that may obstruct exits and create additional hazards.
**Proximity Cards:** Use of a proximity card is limited to the individual to whom the card has been issued. Misuse of a student’s card may result in disciplinary sanctions. Students whose cards are lost, stolen, or damaged are required to immediately notify the Office of Public Safety, the Office of Housing and Residence Life, or the on-call RA. Once reported missing, the card will be immediately deactivated by Public Safety. The student’s account will be billed $25 and a new card will be provided when the fee is paid.

**Sexual Misconduct:** Sexual misconduct is strictly prohibited by Saint Martin’s University. Sexual misconduct includes sexual harassment and sexual violence including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, domestic violence, dating violence, and stalking. Allegations of sexual misconduct will be investigated and acted upon by the University, regardless of where the conduct occurred, and all reports will be reviewed by the Title IX Coordinator. For more information on the sexual misconduct policy and reporting options, please refer to the Student Handbook or contact Title IX Coordinator, Cynthia Johnson, at (360) 486-8131.

**Smoking:** Saint Martin’s University’s residence halls are non-smoking facilities. This includes electronic cigarettes and vaporizers, which may not be used within the residence halls. Smoking is allowed only in designated areas outside or at least 50 feet from the residence halls.

**Sports in Campus Housing:** Sports activities including, but not limited to, Frisbee, football, golf, skateboarding, rollerblading, bike riding, basketball, wrestling, hoverboarding, use of scooters, and soccer are not permitted in any campus residence due to the potential for property damage and personal injury. Bicycles may not be kept in hallways, stairwells, lounges, entry ways, laundry rooms, or any other public areas of campus housing. Bike racks are available near each hall.

**Weapons:** Ammunition, firearms, and other weapons including, but not limited to, rifles, shotguns, handguns, archery equipment, swords, illegal knives, slingshots, nun chucks, fireworks, paint ball guns, air-soft guns, pellet guns, or other explosive devices are not allowed in the residence halls. Any item used to harm or threaten any individual or oneself is considered a weapon.
Who’s Who in the Residence Halls

Resident Assistants: Peer student leaders who are trained to provide guidance and resources to all of the residents in their area/floor. They enforce policies are also trained to ensure the safety and security of the community. Your RA will connect with you via phone about one week before you come to campus. They will then meet you in person on move-in day and your first floor/community meeting. These amazing leaders will meet with you 1:1 a few times a semester to assess your needs and your experience in residence life and SMU. They hold community meetings at the beginning and end of the semester and as needed. In addition, they hold one community building event each month and work on a team to provide several educational events each semester.

Residence Life Professional Staff: These are full-time staff that are here to help you and most live on campus in the Residence Halls. They oversee the Office of Housing and Residence Life.

Office Assistants: These amazing work study students provide support to residents day to day at the front desks of Spangler or Parsons Halls.

Campus Ministry: Fr. Peter Tynan (Papa Pete), OSB lives on campus as a Monastic Community Member in Residence. Mass is held weekly in Burton Hall and there are places for quiet prayer and reflection in Spangler and Baran. Papa Pete and Popcorn is an event held in Parsons monthly and is a great way to learn more about faith lessons through the lens of pop culture!

Custodial Staff: These incredibly hard working folks clean and maintain the community spaces in all of the halls. They are friendly and helpful!

Facilities Staff: These folks are there to help if anything needs repair or maintenance. If you put in a facilities work order they will help with most everything including plumbing issues.

Public Safety Staff: Public Safety employs full time and student staff to help ensure the safety and security of SMU. You will see them working with the Residence Life staff in the evening while they do community walks.

National Residence Hall Honorary or NRHH is a leadership organization based on the residence halls. These students help assist with community development, leadership development and advocacy for students on-campus! New students are encouraged to come to a meeting! Look for more information in the Summer and Fall!
Where to eat
St. Gertrude’s Café
( Newly Renovated Summer 2017 )
St. Gertrude’s Café or what students refer to as “The Caf” is open for breakfast, lunch, and dinner on weekdays and for brunch and dinner on weekends! Each day, Bon Appétit staff create homemade entrées, snacks and desserts using local ingredients, with your health and well-being — and the good of our planet — in mind. Students use their meal plans to purchase meals and ala cart items.

Parsons C-Store
Parsons C-Store is located in Parsons Hall Lobby and offers a variety of items including freshly made to-go meals by Bon Appétit, snacks, frozen food, drinks, and other basic items you might need such as laundry soap, toothpaste, flour and milk. Parsons is open after the Caf closes and is a great place to stop when you are studying in the evening!

The Monk’s Bean Cafe
The Monk’s Bean is open in the morning and afternoon in Harned Hall and offers freshly made to-go meals by Bon Appétit and is a fully functional espresso stand!

How to use your meal plan
There are three traditional meal plans, Gold, Silver and Bronze and a Commuter/Apartment plan for students who commute, live in apartments or are over 21. Select the meal plan that will work best for you. If you find that you don’t have enough or too much you can request to change it by the first add/drop deadline of each semester.

At St. Gertrude’s Cafe, breakfast and lunch are on a declining balance system and you can utilize your Flex Cash to purchase food in the café or any items for sale at The Monk’s Bean Café in Harned Hall or at the snack bar and C-Store located in Parsons Hall. Dinner and weekend meals are AYCTE (All You Care To Eat). Each AYCTE meal costs one board meal credit. You may choose to use your Flex Cash during AYCTE periods if you only want a light meal. Anytime you make a retail purchase, it’s deducted from your Flex Cash balance.

If you use up all of your Flex Cash before the end of the semester, you may also make retail purchases with Saint’s Cash, cash or your debit card. Board meal credits cannot be used for retail purchases. For rates and amounts of meal credits for each plan, see the chart on the next page!
Residence Hall Linen Program
Order from our Residence Hall Linen program by August 2nd and get your linens and other items delivered to your room before you arrive!

Mailing Address
You can begin receiving mail up to 5 days prior to your move in date. Your mail can be sent to the below address. Be sure to include your box number, which you will receive in your housing letter.

5000 Abbey Way SE
SMU Box #
Lacey, WA 98503
### SMU Housing What to Bring list:

<table>
<thead>
<tr>
<th>School supplies</th>
<th>Toiletries</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Binders/folders</td>
<td>• Shower caddy (to carry toiletries)</td>
</tr>
<tr>
<td>• Pens/Pencils</td>
<td>• Shower shoes</td>
</tr>
<tr>
<td>• Paper/Notebooks/Index cards</td>
<td>• Shampoo/Conditioner</td>
</tr>
<tr>
<td>• Tape/Stapler</td>
<td>• Soap</td>
</tr>
<tr>
<td>• Scissors</td>
<td>• Razor</td>
</tr>
<tr>
<td>• Calculator</td>
<td>• Towels</td>
</tr>
<tr>
<td></td>
<td>• Bathroom</td>
</tr>
<tr>
<td></td>
<td>• Cleaning supplies</td>
</tr>
<tr>
<td></td>
<td>• Clothes for any temperature/occasion</td>
</tr>
<tr>
<td></td>
<td>• Rain coat</td>
</tr>
<tr>
<td></td>
<td>• Clothes hangers</td>
</tr>
<tr>
<td></td>
<td>• Laundry detergent/Dryer sheets/Bleach</td>
</tr>
<tr>
<td></td>
<td>• Laundry basket or bag</td>
</tr>
<tr>
<td></td>
<td>• Bedding</td>
</tr>
<tr>
<td></td>
<td>• Extra-long twin size sheets and comforter</td>
</tr>
<tr>
<td></td>
<td>• Pillows and pillowcases</td>
</tr>
<tr>
<td></td>
<td>• Desk lamp</td>
</tr>
<tr>
<td></td>
<td>• Fan</td>
</tr>
<tr>
<td></td>
<td>• Small trash can and recycling can</td>
</tr>
<tr>
<td></td>
<td>• Room decorations with removable adhesive</td>
</tr>
<tr>
<td></td>
<td>• Blue tape for hanging up posters/signs</td>
</tr>
<tr>
<td></td>
<td>• TV (if you choose), DVD Player (one per room)</td>
</tr>
<tr>
<td></td>
<td>• Small stereo (one per room)</td>
</tr>
<tr>
<td></td>
<td>• Reusable bottled water</td>
</tr>
<tr>
<td></td>
<td>• Dishes (just a few)</td>
</tr>
<tr>
<td></td>
<td>• Cups</td>
</tr>
<tr>
<td></td>
<td>• Plates, bowls</td>
</tr>
<tr>
<td></td>
<td>• Silverware</td>
</tr>
</tbody>
</table>

### What Not To Bring...

- Candles, Incense, Fireworks, or Hookahs
- Weapons (including, but not limited to: BB Guns, Pellet Guns, or Knives with longer than a 3" blade)
- Pets (other than fish in a 5 gallon tank)
- Dartboards (magnetic darts are acceptable)
- Alcohol and Drug paraphernalia
- Amplifiers, Subwoofers, or Speakers larger than 6"
- Internet routers or any other devices that may interfere with the WiFi (see acceptable use policy)
- Nails, tacks, command strips and anything else that will put permanent damage on your room walls

*Note: All non-apartment rooms are equipped with a mini-fridge and microwave. All apartments come equipped with a full refrigerator/freezer and microwave.

For additional information or answers to frequently asked questions, please consult our Student Handbook at: [http://www.stmartin.edu/StudentServices/pdf/StudentHandbook.pdf](http://www.stmartin.edu/StudentServices/pdf/StudentHandbook.pdf)
Room and Board

Below are the room and board rates for the 2019-2020 academic year. Each year the rates are made available before returning student room selection in the spring so that students may choose the room & meal plan that is right for them and their budget!

<table>
<thead>
<tr>
<th>Room &amp; Board Rate Per Semester (2019-2020)</th>
<th>Gold Flex Cash: $725 Meal Credits: 100</th>
<th>Silver Flex Cash: $925 Meal Credits: 75</th>
<th>Bronze Flex Cash: $1150 Meal Credits: 45</th>
<th>*Commuter/ Apartment Flex Cash: $325 Meal Credits: 30</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baran Double, Community Bath</td>
<td>$3,325</td>
<td>$3,125</td>
<td>$2,975</td>
<td>$1,100</td>
<td>$0</td>
</tr>
<tr>
<td>Baran Single, Community Bath</td>
<td>$2,450</td>
<td>$5,775</td>
<td>$5,575</td>
<td>$5,425</td>
<td>$3,350</td>
</tr>
<tr>
<td>Spangler Double Suite</td>
<td>$2,800</td>
<td>$6,125</td>
<td>$5,925</td>
<td>$5,775</td>
<td>$3,900</td>
</tr>
<tr>
<td>Spangler Single Suite</td>
<td>$3,250</td>
<td>$6,575</td>
<td>$6,375</td>
<td>$6,225</td>
<td>$4,350</td>
</tr>
<tr>
<td>Parsons Double, Community Bath</td>
<td>$2,875</td>
<td>$6,200</td>
<td>$6,000</td>
<td>$5,850</td>
<td>$3,975</td>
</tr>
<tr>
<td>Parsons Triple, Community Bath</td>
<td>$2,450</td>
<td>$5,775</td>
<td>$5,575</td>
<td>$5,425</td>
<td>$3,550</td>
</tr>
<tr>
<td>Parsons Single Suite, Shared Bath</td>
<td>$3,250</td>
<td>$6,575</td>
<td>$6,375</td>
<td>$6,225</td>
<td>$4,350</td>
</tr>
<tr>
<td>Parsons Single Suite, Private Bath</td>
<td>$3,550</td>
<td>$6,875</td>
<td>$6,675</td>
<td>$6,525</td>
<td>$4,650</td>
</tr>
<tr>
<td>Burton Double Room (Apartment)</td>
<td>$3,225</td>
<td>$6,550</td>
<td>$6,350</td>
<td>$6,200</td>
<td>$4,325</td>
</tr>
<tr>
<td>Burton Single Room (Apartment)</td>
<td>$3,625</td>
<td>$6,950</td>
<td>$6,750</td>
<td>$6,600</td>
<td>$4,725</td>
</tr>
<tr>
<td>Spangler Single Room (Apartment)</td>
<td>$3,775</td>
<td>$7,100</td>
<td>$6,900</td>
<td>$6,750</td>
<td>$4,875</td>
</tr>
</tbody>
</table>

Contact Information

Office of Housing and Residence Life
5000 Abbey Way SE
Lacey, WA 98503
Office Hours: 9am-5pm, M-F
Phone: 360-412-6163
Fax: 360-486-8470
Email: housing@stmartin.edu