LOCK-OUTS

Approved by: Department of Residence Life

History: N/A

Related Policies: Complaints and Grievance Process
(catalog.stkate.edu/policies/stu-non-acad/comp-griev)

Related Forms, Procedures and References: Residence Life website
(https://www2.stkate.edu/residence-life/home) | My Housing (https://
prdrms.stkate.edu)

For Questions Contact: Department of Residence Life (https://
www2.stkate.edu/residence-life/home) | 651.690.6617 |
residencelife@stkate.edu

Residents are responsible for securing their room/suite/apartment at
all times. This includes carrying their ID and access card at all times.
Students who are locked out of their room or building during business
hours (Mon-Friday 8AM-5PM) may stop by or call their Resident Advisor,
Residence Coordinator or Area Director to get access.

After business hours, students should call the on-duty RA for their
building:

• St. Mary, Stanton, or Crandall call 651.324.2357
• Carondelet, Caecilian, Alberta or Georgia call 651.324.2358
• Rauenhorst or Morrison call 651.399.2563

Staff may not always be readily available to let students into their room.
Students may need to wait up to 20 minutes for staff to arrive.

On the St. Paul campus there is a $5.00 lock-out fee for the first three
lock-outs. There is a $20.00 lock-out fee for lock-outs that occur between
2AM-8AM. After three lock-outs there is a $20.00 fee, and students will
be subject to further consequences through the conduct system. The
University has the right to refuse unlocking a student's room, if the
student has an excessive lock-out record.