



University  
of Windsor

**Policy Title:** Residence Eligibility

**Date Established:** Historical policy

**Office with Administrative Responsibility:** Housing & Residence Life

**Functional Area:** Admissions

**Approver:** Director, Housing & Residence Life

**\*Revision Date(s):** December 18, 2023, October 2024

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*Policy Statement:*

The purpose of this policy is to outline the eligibility requirements for individuals wanting to live in residence spaces operated by the University of Windsor.

*Application of Policy*

This policy pertains to all individuals who apply for or live in Residence.

*Roles and Responsibilities:*

1. The Resident is responsible for:
  - a. Reporting registration status change as soon as possible to Housing and Residence Life by email to [resservices@uwindsor.ca](mailto:resservices@uwindsor.ca)
2. The Admissions Secretary is responsible for:
  - a. Reviewing weekly enrollment status report
  - b. Contacting any individuals showing as not registered to determine status
  - c. Confirming with any non-registered individuals the requirement to move out of residence

*Policy Statement*

To be eligible to live in Residence, the Resident must be enrolled in a minimum of one course per semester or enrolled in a placement related to academic requirements (ex. cooperative education, residency placement) at the University of Windsor or the Schulich School of Medicine & Dentistry – Windsor Campus.

If the Resident is no longer enrolled in any courses or academic placement the Resident will be required to vacate the room.

*Review By*

Review every January



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**Title:** Procedures for Implementing Residence Eligibility Policy

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**\*Revision Date(s):** October 2024

*Scope*

These procedures apply to the implementation of the Residence Eligibility policy.

*Procedure:*

1. The Residence Admissions Secretary receives a weekly report detailing the enrollment status of all students living in Residence for the term.
2. The Admissions Secretary follows up via email with students identified in this report as not enrolled in classes for the term.
3. Students who do not respond to the email will be visited by the Residence Life Coordinator for their residence hall, who will follow up on the student's registration status.
4. If a student indicates they do not plan to register for the term, they are required to complete a withdrawal request and will be required to move out of residence (withdraw).