SAGRADO
Universidad del Sagrado Corazón

University Residence Guide

Guiding Principles, Rules of Coexistence, and Code of Conduct

Academic and Student Affairs
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1. Guiding Principles

The University Residences (hereinafter, “the Residences”) are an integral part of the educational experience at the Universidad del Sagrado Corazón (hereinafter, “Sagrado” or “the University”). More than just housing, they are a community of coexistence and learning where residents strengthen their academic, personal, and social development in an environment of study, mutual respect, and collaboration. As an institution connected to the Santurce community, the University expects its residents to live responsibly, respecting both the neighbors and the urban environment shared with the campus.

Living in community involves knowing and complying with the rules set forth in this Guide, the Student Life Guide, and the Student Code of Conduct. Within this framework, the University is committed to ensuring that residents can:

- live in an environment that promotes health, safety, respect, and healthy coexistence;
- submit their recommendations and concerns regarding life in the Residences;
- participate in community-building and community development activities;
- exercise their freedom of association within a framework of respect and inclusion;
- have access to 24-hour security services;
- to use the spaces and facilities in accordance with institutional policies.

The University does not discriminate on the basis of race, color, gender, religion, political beliefs, national origin, disability, marital status, or age. Any resident who believes they have been the subject of discrimination should contact the Dean of Students or, in cases involving gender discrimination, the Title IX Coordinator.

2. University Housing

The University has residence halls on campus and in the surrounding area. As a general rule, rooms are single, double, or triple occupancy, furnished with a bed, closet, desk, and chair, and are equipped to accommodate requests for reasonable accommodations. The residence halls offer shared bathrooms, communal kitchens, living rooms, laundry areas, study rooms, two computer centers, and visitor lounges. The use of washers and dryers incurs an additional fee that is not included in the housing cost.

3. Admission to the Residences

There are two processes for residing in the University Residences: the initial application for admission to the Residences and the renewal application. The following provisions apply to both:

- Confirmation of a spot depends on availability at the time the application is received; receiving an application does not constitute admission to the Residences.
- Providing false information on the application is grounds for immediate rejection or cancellation of the University Housing Contract (hereinafter “the Contract”), without prejudice to any disciplinary action that may apply under the Student Code of Conduct.

- The Contract is signed for each academic session, including summer sessions; any amendment made after signing requires a new signed contract.
- Applications are reviewed in the order in which they are received and only if they are complete.
- The University may change or cancel a room assignment to address disciplinary matters and to protect health, safety, and harmonious coexistence. The University will notify the resident of the change or cancellation and will allow a reasonable amount of time for the resident to move or vacate the Residences, as appropriate. The resident may not assign or exchange the assigned room with another student.
- The University reserves the right to determine admission to the Residences.
- Students are responsible for keeping their contact information up to date at all times.
- If a student requires a reasonable accommodation, they must follow the established institutional process through the Well-Being Unit. For more information on the process, please emailbienestarintegral@sagrado.edu .

These provisions apply to incoming students, current students applying for residence hall admission for the first time or renewing their contract, students from other institutions, and participants in special groups.

3.1 Application for First-Time Admission to University Residences

Applicants must be enrolled at Sagrado and complete the New Resident Application at mi.sagrado.edu (Forms and Requests, under the Office of the Dean of Students) by the established deadline, along with:

- proof of payment of the residence hall reservation fee (in accordance with the Financial Regulations. The reservation fee is non-refundable and is credited toward the cost of residence hall housing);
- a profile photo of the applicant;
- identification of the responsible adult (if the resident is under 21 years of age).

Only complete applications will be reviewed. If admitted, the student will receive the University Housing Contract, along with the Administrative and Contractual Addendum and the Authorization for Medical Services, via institutional email. The documents must be digitally signed by the student, and if the student is under 21 years of age, they must also be signed by a parent or legal guardian. Once the signing process is complete, the student is added to the official admission list for the residence halls for the corresponding period.

3.2 Renewal Application

The student must remain enrolled at the University to submit the University Housing Renewal Application. Renewal is considered valid if the student has been away from the Sagrado University Residences for no more than one academic year. The student must complete the Renewal Application at mi.sagrado.edu for each academic semester or session, along with proof of payment for the room reservation, a profile photo, and—if under 21 years of age—identification of the parent or legal guardian, if the person signing the

contract is different from the one who signed the previous contract. The room reservation fee is non-refundable. It is credited toward the cost of residence hall housing.

Upon renewal, it is verified that the student has no active disciplinary measures and meets the Academic Progress Policy; if they do not meet it, they will enter a probationary period during the next term. If, at the end of the semester, the student remains in violation, they will be suspended from the residence halls. A suspended student must wait one academic year to reapply and must meet the requirements for conduct and academic performance.

3.3 Summer Session Application Form

Students interested in residing in the University Residences during the summer sessions must complete the Summer Application form at mi.sagrado.edu and submit proof of payment of the reservation fee. To be admitted, they must be enrolled in the summer session for which they are applying for residence and sign the Contract for the corresponding period.

3.4 Students from Other Institutions and Special Groups

Subject to availability, the University may offer housing to students from other institutions; they must submit an up-to-date transcript (with a GPA of 2.00 or higher and a passing grade in 75% of the courses taken in the most recent semester), a letter of good standing from their home institution, and full payment for the term prior to arrival.

Residences may also temporarily admit special groups or faculty-led groups, with prior authorization from the appropriate officials. The application process is handled by the university unit coordinating the visit.

3.5 Admission Deadline

Once a student is officially admitted to the Residences, the room is reserved until the last day of late registration for the academic term, as established in the Academic Calendar. This means that the student must move in before that date. If a student's arrival at the Residences will be delayed, they must notifyresidencia@sagrado.edu ; otherwise, they may lose their room assignment. If a student decides to cancel the Contract before the move-in date, they must notifyresidencia@sagrado.edu .

4. Rules of Coexistence

4.1 Respect and Conduct

The University encourages residents to treat staff, fellow residents, and visitors with respect and consideration. Behavior must comply with the Student Life Handbook and the Student Code of Conduct. Violations are addressed in accordance with the Handbook and the Student Code of Conduct, available at mi.sagrado.edu.

4.2 Quiet Hours and Study Time

The study schedule is continuous, so respect and consideration are expected at all times. Quiet hours are in effect from 10:00 p.m. to 8:00 a.m.: no gatherings or noise are permitted in the hallways or in areas adjacent to the dormitories. During this period, anyone remaining in

visiting rooms or areas—including visitors during the scheduled visiting hours—must speak in a low voice. Public address announcements are made from 8:00 a.m. to 10:00 p.m., except in emergencies.

4.3 Visits

Visitors are received only in designated common areas and according to the visiting schedule: Sunday through Thursday, from 10:00 a.m. to 10:00 p.m.; Fridays, Saturdays, and holidays, from 10:00 a.m. to 12:00 a.m. All visitors must identify themselves and sign the Visitor Log at the tower's reception desk, or at the nearest security booth for apartment buildings, providing their name, the person they are visiting, and their arrival and departure times. Visitors must remain in the designated areas. The University authorizes visits to rooms only in emergencies or under special circumstances.

4.4 Dress Code

Residents must dress conveniently when walking through the hallways and common areas of the Residences, in accordance with the standards of formality expected of a higher education institution.

4.5 Prohibited Items

In all areas of the Residences—including rooms, kitchens, living rooms, study rooms, and common areas—the following are prohibited:

- possessing, storing, carrying, or using firearms and fireworks, regardless of whether the resident has authorization from any law enforcement agency;
- lighting candles or incense and using kitchen appliances outside the kitchen area;
- smoking and the use of e-cigarettes ("vaping");
- drinking, possessing, purchasing, or attempting to purchase alcoholic beverages; serving, offering, giving, providing, or making alcoholic beverages available to another person;
- possessing, using, manufacturing, or distributing illegal drugs, as defined by federal and Puerto Rican laws;
- possessing, manufacturing, selling, distributing, or using controlled substances, as defined by federal and Puerto Rican laws, without a prescription issued by a physician authorized to practice in Puerto Rico. The resident may possess and use medications that have been prescribed to them as part of the treatment for a medical condition;
- using, possessing, cultivating, manufacturing, distributing, or dispensing medical cannabis, its derivatives, and medications, regardless of whether the resident has an identification card issued by the Secretary of Health to use medical cannabis as part of the treatment for a medical condition.

4.6 Care of the Space

The Residences are a shared space: maintaining each area is everyone's responsibility. Each resident is responsible for keeping their room and the common areas clean and tidy, and is liable for any damage to or loss of property in their custody. Trash must be placed in the

designated areas

and food waste in the kitchen trash cans; the sink in the room is not to be used as a dishwashing sink. The following guidelines apply in every area:

- **In the room:** do not block air conditioning vents; do not light candles or incense; do not keep pets, unless a reasonable accommodation has been approved; do not paint, wallpaper, tape, or nail anything to doors or walls; do not keep explosives, ammunition, knives, or other objects used as weapons; do not hang laundry on pipes or sprinklers; do not use kitchen appliances.
- **In the kitchen:** Clean up after yourself; dispose of trash; store food in plastic containers labeled with your name, not in bags; use the stove and microwave only for preparing food. Microwaves, toasters, coffee makers, rice cookers, and air fryers are permitted in the kitchen area. Flammable liquids or materials are not permitted.
- **In the bathrooms:** These are shared. Each resident must keep the toilets clean and flush them after use; pick up personal hygiene products and hair that falls in the showers; dispose of waste in the trash cans. Items left in the bathrooms will be discarded.
- **In common areas:** Respect quiet hours; do not move furniture; avoid shouting, arguments, and loud noise; do not leave trash or personal items behind; do not turn off the air conditioners; do not hang laundry or other items on windows, doors, hallways, railings, stair railings, or balconies; do not store or charge bicycles or electric scooters.
- **Emergency exits, stairwells, and elevators:** Keep emergency exits clear; do not use them to move between floors; do not overload or block elevators; use the alarms only in actual emergencies.

The University is not responsible for food or utensils left in kitchens or for items abandoned in bathrooms or common areas, which will be discarded. Nor is it liable for theft, robbery, or loss of personal property, whether occurring in the room or in common areas.

4.7 Personal Belongings

The residence halls do not provide toiletries or bedding. Each resident must bring their own single-size sheets, pillowcases, pillows, bedspreads, towels, trash can, and toiletries, and is responsible for the safety of their personal belongings.

5. Health, Independence, and Accommodations

The University Residences strive to provide an accessible and welcoming environment. The Residences are student housing and not a health care facility: their staff does not dispense medication or provide specialized treatments, nursing care, or assistance with activities of daily living. Each resident manages their own treatments and medications.

Residents who need **reasonable accommodations**—whether related to housing, accessibility, or other needs—must submit a request through the Well-Being Unit, in accordance with the current institutional procedure available at mi.sagrado.edu; the University evaluates each request on a case-by-case basis. You may contact the Well-Being Unit by emailingbienestarintegral@sagrado.edu .

The First Aid Room (ext. 6540) is available to address health emergencies. The Wellness Unit also offers emotional support services as a resource to promote residents' well-being. Residence Hall staff can provide guidance and refer residents to these services. The use of emotional support services is voluntary, except in situations where the Dean of Students determines that intervention is necessary to address an emergency or a situation posing a risk to the resident, the university community, or university property. The University will conduct an individualized assessment based on the available information and may request that healthcare professionals assist with the assessment.

The University may take precautionary measures, seek and offer support to the resident, and review any approved reasonable accommodations, if applicable. Any conditions for the resident's return are determined on a case-by-case basis in accordance with current institutional regulations and are subject to review by legal counsel. In some cases, the University may decide to issue a temporary or permanent suspension of residence hall privileges.

In the event of a threat to the life or safety of a resident, another person, or property, anyone must immediately notify the **Comprehensive Security Office (ext. 2555), (939) 969-1515, or (787) 474-3030**, and, if necessary, call 911. The University will activate emergency resources and take the necessary measures to protect the individual and the community. Any subsequent action will be guided by an individualized assessment and current institutional policies.

6. Entry and Exit from the Residences

6.1 Check-in Procedure

Students will receive the move-in dates for the residence halls via institutional email before the start of the corresponding academic session. Upon arrival,

- designated staff will hand the key to the resident, who will sign the Key Receipt Form;
- the resident will complete the Move-In Inspection, a digital form, indicating the condition of the room upon arrival. From that moment on, the resident may unpack their belongings.

On the day of arrival, visitors may access the designated visitor area.

6.2 Check-out Procedure

The last day residents may remain in the Residences at the end of each academic term will be announced in advance, according to the Academic Calendar. Before checking out, the resident must

- coordinate with the designated staff for the Check-Out Inspection, based on the Check-In Inspection;
- leave the room and University property in the same condition as when they received them: remove any food, dispose of personal items, and clean and tidy up;

- return the key to the Front Desk, submit the completed Check-Out Form, and sign the Key Return Form (keys will not be accepted without the completed Check-Out Form). Failure to return the key will result in a charge for the cost of replacement.

In the event of loss or damage to university property, the University will bill the responsible resident for the cost of repair or replacement; if the responsible resident cannot be identified, the cost will be prorated among the residents of the room or villa. The University is not responsible for items left behind or abandoned once the resident moves out of the Residences.

If a resident is unable to check out on the scheduled date, they must request written authorization from the University Housing Office viaresidencia@sagrado.edu . The request will be reviewed, and the decision will be communicated in writing, specifying the new check-out date.

This procedure also applies to:

- **Cases of complete withdrawal:** A resident who processes a complete withdrawal from their academic program or discontinues their studies at the University for any reason must vacate the residence halls within 24 hours. The resident will be entitled to a refund for the cost of residence hall accommodation as specified in the University's Financial Regulations in effect at the time of withdrawal.
- **Cases of Temporary or Permanent Suspension:** If a student is temporarily or permanently suspended from the University, they will not be permitted to enter the residence halls after the suspension period begins. In both cases, the checkout procedure for the residence halls must be followed, with no right to a refund.

7. Keys and Access

On the first day, residents are given the key to their room. Residents are responsible for the key in accordance with the following rules:

- Do not lose or lend the key; it is prohibited to make copies or allow non-residents to use it;
- losing the key will result in a charge for the replacement cost, which will appear on the resident's statement; to replace it, the resident must go to the Residence Halls office;
- if a resident is locked out of their room, they must notify the on-duty Service Representative and wait for staff to come and open the door; key control is not available 24 hours a day;
- It is not permitted to change or add locks to those provided by the University;
- You must return the key between academic terms, even if you are permitted to leave your belongings behind; failure to return the key on closing days will result in a penalty and a charge for the key.

8. Inspections and Access to Rooms

The University may access rooms and common areas to ensure safety, perform maintenance, respond to emergencies, and verify compliance with regulations. Except in emergency situations, staff will knock on the door and announce their arrival before entering

a room. To perform maintenance on equipment or facilities, maintenance staff will enter accompanied by an authorized escort who will knock, announce their presence, and grant access. Students may not prevent previously authorized maintenance work. Changing locks or installing locks other than those provided by the University is not permitted.

Repairs. Students must report malfunctions as soon as possible using the service request form. Each room includes a link to this form. Damage caused intentionally or through negligence will be billed to the student responsible.

9. Leadership in the University Housing Community

9.1 Residence Assistant (RA)

The Residence Assistant (RA), or floor leader, is a resident who ensures order and compliance with the rules. Residents respect RAs and follow their instructions. RAs facilitate harmonious coexistence, help maintain order during the schedule, and hold regular meetings with residents and Residence Hall management. For more information, please emailresidencia@sagrado.edu .

9.2 Resident Council

Sagrado encourages student participation in student organizations. The Resident Council is the student body that serves as a liaison between the administration and the resident community. It is elected annually by a vote of the residents, proposes solutions to address their needs, and coordinates community-building activities. Resident Advisors (RAs) are not part of the Council, nor do its members serve as RAs. Floor meetings or residence-wide meetings are held periodically; absent residents are responsible for what is discussed at these meetings. For more information on how to join the Resident Council, please emailresidencia@sagrado.edu . You can also access the Student Life Guide and the Student Organizations Guide at mi.sagrado.edu.

10. Safety and Emergencies

When a person's life or safety is at risk, the resident must immediately notify the residence hall staff, who will then alert the Comprehensive Security Office and the Office of the Dean of Students. Staff from the Comprehensive Security Office may intervene when necessary to preserve safety, order, and harmony within the residential community.

Residents who will be away from the residence hall for more than 24 hours must notify the Residence Hall Administration atresidencia@sagrado.edu . If a resident is absent from the residence hall for more than 24 hours without prior notification, a missing person alert may be issued, which will be handled in accordance with institutional protocol and applicable law.

Information regarding emergencies, fires, earthquakes, hurricanes, medical emergencies, and suspicious objects or individuals is provided on the Emergency Card, posted on each floor. Residents must familiarize themselves with their building's evacuation routes and the following contacts:

- **Comprehensive Security Office:** (787) 728-1515 ext. 2555, (939) 969-1515, (787) 474-3030 · (24 hours).
- **First Aid Room:** ext. 6540.
- **Medical Emergencies:** 911.
- Your tower's front desk and your Residence Assistant (RA).

The University conducts drills in the residence halls in compliance with applicable laws and regulations. All residents are expected to participate in these drills by following the guidelines provided by residence hall staff.

With regard to safety, conduct related to: the possession or use of weapons and dangerous objects; the possession or use of fireworks or incendiary devices; the tampering with alarms, fire extinguishers, or smoke detectors; causing damage to or destruction of University property, community property, or third-party property; the theft of University property or third-party property; and unauthorized presence in restricted areas, including building rooftops, among others, may result in disciplinary action in accordance with the Student Code of Conduct available at mi.sagrado.edu.

11. Conduct, Fines, and Discipline

The rules of conduct in the Residences and at the University are based on respect for human dignity and the values that give meaning to our community. Every student is expected to act with honesty, ethics, and integrity in all aspects of their university life, including life in the Residences.

Minor infractions related to the care of the facilities are addressed through the fine system detailed in the Administrative and Contractual Annex to the University Housing Contract.

Any conduct that may result in suspension or expulsion from the residence hall, as well as violations that may lead to disciplinary action—including those involving illegal drugs—are referred to the Office of the Dean of Students and addressed through the disciplinary procedure established in the Student Code of Conduct, which guarantees the resident the right to notification, the opportunity to be heard, and the right to have the decision reviewed. You can access the Code at mi.sagrado.edu.

The same conduct may result in administrative, financial, and disciplinary consequences when each serves a different purpose. The imposition of charges for damages, cleaning, replacement, or repair does not in itself constitute a disciplinary sanction.

12. Contact Directory

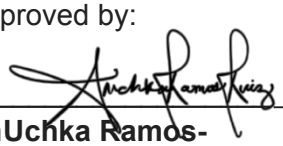
- **Office of Comprehensive Safety (24 hours):** ext. 2555, (787) 728-1515, (939) 969-1515, (787) 474-3030.
- **First Aid Room:** ext. 6540.
- **Serious Emergencies:** 911.
- **University Housing Office:** For keys, contracts, housing assignments, and requests, please email:residencia@sagrado.edu .
- **Your residence hall's front desk and on-duty service representative:** For access and day-to-day matters, please call your residence hall's front desk.
- **Office of the Dean of Students:** For conduct and disciplinary matters, please email:decanatoestudiantil@sagrado.edu .

13. Relationship to Other Documents and Validity

This Guide supplements the Student Life Guide. Conduct and discipline are governed by the Student Code of Conduct; the admission process, payments, and refunds are governed by the Administrative and Contractual Annex accompanying the University Housing Contract and the University's Financial Regulations. Institutional policies are available at mi.sagrado.edu.

The University may amend this Guide by providing reasonable notice to residents via institutional email, effective prospectively. The invalidity of any section of this Guide does not affect the remainder of the document.

Approved by:



AnUchka Ramos-Ruiz, Ph.D.
Provost and Executive Vice President of Academic and Student Affairs Date: July 29, 2026