

Assumption Seminary



Community Rule of Life

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List of Abbreviations and Acronyms

GPA	Grade Point Average
MACC	Mexican American Catholic College
OST	Oblate School of Theology
PDV	<i>Pastores Dabo Vobis</i>
PPF	Program of Priestly Formation
TFE	Theological Field Education
TOEFL	Test of English as a Foreign Language
UIW	University of the Incarnate Word
USCCB	United States Conference of Catholic Bishops

Assumption Seminary

Mission

Assumption Seminary is a bilingual and multicultural community of priestly formation. This seminary exists for the personal, spiritual, theological, and ministerial preparation of diocesan seminarians for the Roman Catholic Church.

Assumption Seminary's goal is to enable Christ centered men to grow and develop as collaborative and culturally sensitive pastoral leaders committed to the Gospel.

“Go out to the whole world; proclaim the Good News to all creation.” (Mark 16:15).

Vision

Forming priests as servant leaders in the image of Christ the Good Shepherd for an evangelizing Church.

The seminary is “above all an educational community in progress... established by the Bishop to offer to those called by the Lord to serve as apostles the possibility of re-living the experience of formation which our Lord provided for the Twelve.”¹

The Rule of Life as an Instrument to Build a Formation Community

The essential work of Assumption Seminary takes place in an atmosphere of community where personal growth and character development progress together within a deepening spiritual life. The *Program of Priestly Formation* explains that the seminary community “*must be a school of human virtue, of growth in honesty, integrity, intellectual rigor, hard work, and tolerance, where the common good is built with solidarity and discipline—all leavened by humor and healthy enjoyment.*”² By fulfilling the activities, schedules, and the Rule of Life of the seminary community, individuals are provided with the means to become the persons called to serve the Lord and His Church. The PPF describes the reason for seminary living:

The experience of the seminary community plays a significant role in the personal and spiritual growth of seminarians. Each stage of formation will shape community in a particular way. Still, at every stage, community is formative in similar ways. The give-and-take among those who share the priesthood as a common vocation sets the right context for formation. Such interaction provides mutual support, promotes tolerance and fraternal correction, and gives an opportunity for the development of leadership and talent among seminarians. It also can motivate seminarians to develop a sense of self-sacrifice and a spirit of collaboration. The seminarians and the community of formators form the heart of the seminary community, and this reality needs careful cultivation so that the distinctive aims of seminary formation can be achieved.³

¹ *Pastores Dabo Vobis* (PDV), no. 60.

² USCCB, Program for Priestly Formation (PPF6), no.151.

³ PPF6, no. 153.

In addition, the Sulpician Tradition states: "... [F]ormation is an organic process within which all aspects of the formation program contribute to the development of a candidate for priesthood. The community itself, therefore, is a central factor in the development of a priestly character."⁴

The Assumption Seminary Rule of Life provides the seminarian with a framework within which he can give evidence of his ability to live a healthy lifestyle that includes generous service, good social interaction, and virtuous habits.

1. Norms, Policies and Procedures

1.1. Required Attendance and Participation

1.1.1 Every seminarian is required to attend and participate in all events of seminary community life. Events include all those published in the Seminary Calendar and the following:

- Academic classes
- Language classes
- Pastoral Ministry Assignments
- Formation Week and Formation Days
- Community Mass, Liturgies and Prayer
- Rector Conferences and Friday Days of Priestly Formation or Activities.
- Advising sessions
- Spiritual Direction sessions
- Community Time and Socials
- Community Meetings and Committee Meetings
- Community Service Days Human Growth and Celibate Life Workshops
- Installation Ceremonies
- Retreats
- Days of Recollection
- Liturgical Formation Sessions
- Liturgy Rehearsals
- Work Order Responsibilities
- Other events added to the calendar by the Council of Formators.

1.1.2. Every graduating seminarian are to participate in the Commencement Ceremonies of the Mexican American Catholic College and Oblate School of Theology respectively.

1.1.3. Every seminarian is to be at Community Sunday Mass unless he has a pastoral placement that requires Mass attendance or, for academic reasons, needs to attend a parish Mass. The Rector is to make a timely announcement when permission is given to the entire community to attend Sunday Mass in parishes.

1. The Sulpicians. A Tradition of Priestly Formation, Éditions du Signe, p. 19.

1.2. Permissions for Absences

Seminarians are to make an email request in advance to obtain permission in order to be excused from any norm or policy stated in the Handbook/Rule of Life, a required seminary event, duty, assignment or class.

1.2.1. To be excused from a requirement, norm, or policy stated in the handbook, or a required event, duty or assignment, that does not include an overnight absence:

- Seminarians are to ask for and obtain permission from his Formation Advisor by email and copy this request to the Dean of Men. The Formation Advisor will respond to the seminarian, as well as to the Dean of Men.
- If permission is granted, the seminarian are to leave a contact phone number with his Formation Advisor.

All overnight absences (except during free weekends) are to be approved by the Rector. If permission is granted, both the Formation Advisor and Dean of Men are to be notified by email and the seminarian is to email contact information to the Rector, Formation Advisor and Dean of Men.

1.2.2. To be excused from academic or language class and tutoring, the seminarian is to ask for and obtain permission by email from his instructor and copy this request to the Director of Studies and his Formation Advisor. When permission is granted or denied, the seminarian is to communicate this information to the Seminary Director of Studies and his Formation Advisor.

1.2.3. To be excused from an OST or Assumption pastoral ministry assignment the seminarian is to ask for and obtain permission by email from his site supervisor and copy this request to the OST-TFE Director, or Assumption Coordinator of Pastoral Formation, and his Formation Advisor. When permission is granted or denied, the seminarian is to communicate this information to the proper persons listed above.

1.2.4. When an unpermitted absence occurs, a seminarian is to report it immediately to his Formation Advisor and inform the Dean of Men. In cases of an unpermitted absence from academic or language class and tutoring, a seminarian is also to report it immediately to the Director of Studies. In cases of an unpermitted absence from a pastoral ministry assignment, a seminarian is also to report it immediately to the Coordinator of Pastoral Formation at OST or Assumption.

1.2.5. Seminarians are obliged to self-report any unpermitted absences to the Dean of Men and their Formation Advisor. This is for purposes of communal responsibility, personal growth and polite consideration. The responsibility for tracking accountability is not only the duty of Assumption Formators. It is also the duty of a seminarian who aspires to be qualified for ordained ministry in the Church.

1.3. Breaks and Free Weekends

Mexican American Catholic College (MACC), University of the Incarnate Word (UIW), Oblate School of Theology (OST), and other Catholic institutions of higher learning ordinarily schedule a midterm break.

Pastoral Ministry Assignments is still to be fulfilled during free weekends and breaks unless permission not to do so has been granted by the ministry supervisor and respective institution which oversees their ministry: OST-TFE Director, or Assumption Coordinator of Pastoral Formation. This information needs to be communicated to the seminarian's Formation Advisor.

When Assumption Seminary schedules a "break" or a "free weekend," the seminarian may leave campus after he has completed all academic work, pastoral assignments and community activities. The seminarian is to leave contact information with the Rector, Dean of Men and Formation Advisor. He is to follow the timeline for leaving and returning that is listed in Assumption's electronic institutional calendar.

In cases of international travel, permission is to be obtained from the seminarian's Vocation Director and the Rector. If permission is granted, the seminarian is to inform the Dean of Men and Formation Advisor and leave contact information with the Rector, Dean of Men and Formation Advisor.

A "free weekend" is meant to be a break from academic studies and a time for relaxation, recreation and reorientation.

1.4. Curfew

Curfew is 11:00 p.m. If a seminarian is running late returning to campus, he is to inform his Formation Advisor by text message immediately.

Curfew hours are to be honored during free weekends.

1.5. Damage or Loss

A seminarian will be held responsible for damage or loss that he causes to seminary property.

1.6. Disciplinary Actions

Seminarians whose conduct violates the standards of the community at Assumption Seminary, and/or the Archdiocese of San Antonio will be counseled by their Formation Advisor. Consistent violations will be brought to the Council of Formators who will follow the procedure listed below:

- Disciplinary Warning – a written warning given to the seminarian and placed in the seminarian's file.
- Formation Probation – a specified time period during which the seminarian will be evaluated further.
- Suspension – a specified time period during which a seminarian is not permitted to attend Assumption Seminary
- Dismissal – the termination of a seminarian's relationship with Assumption Seminary.

In addition, seminarians who are under any unresolved disciplinary action at the seminary will not be recommended for advancement to candidacy, ministries, or Orders. The seminarian and his diocese will be informed in writing by the Rector of any disciplinary actions along with stipulations that accompany them.

1.7. Exiting the Seminary

1.7.1. Standard Exit - Completing Formation

When a seminarian completes his course of studies and period of formation at Assumption Seminary in good standing, he is to:

- Fulfill all the requirements for exit from the relevant academic institutions in which he is enrolled.
- Fulfill the obligations listed in the Guidelines for Housing and Building Use. See Appendix One for Flores Hall, on page 16; Appendix Two for Lopez Hall, on page 17.

1.7.2. Voluntary Withdrawal

Considering withdrawal from a Seminary is a normal part of a seminarian's vocational growth and discernment. Such discernment should take place over a period of time and include discussion with the Vocation Director/Diocese, Formation Advisor, Spiritual Director and Rector.

A seminarian who decides to withdraw from the seminary is to:

- Submit a personal letter to his Bishop and/or Vocation Director stating his reason for leaving seminary formation.
- Submit a personal letter to the Rector.
- Obtain agreement from the Rector on an official withdrawal date.
- Fulfill all the requirements for withdrawal from the relevant academic institutions in which he is enrolled.
- Fulfill the obligations contained in the Guidelines for Housing and Building Use by the agreed-upon withdrawal date.

1.7.3. Dismissal – Imposed Withdrawal. The termination of a seminarian's relationship with Assumption Seminary at the initiative of either the seminary or the sponsoring diocese.

A seminarian who has been dismissed from the seminary by the formation team or by his sponsoring diocese is to:

- Obtain agreement from the Rector on an official withdrawal date.
- Clean out his room and return all keys and seminary property, including books and other supplies, by the withdrawal date.
- Fulfill all the requirements for withdrawal from the relevant academic institutions in which he is enrolled.

- Fulfill the obligations contained in the Guidelines for Housing and Building Use. See Appendix One for Flores Hall, on page 16; Appendix Two for Lopez Hall, on page 17.

In addition, the Rector will follow the directives from the USCCB:

If [a former seminarian] applies to a program of priestly formation in the future, relevant information will be communicated to the diocesan bishop, major superior, and if necessary, the seminary rector., who is responsible for admission. If an applicant has been dismissed from a program of priestly formation or from an institute of consecrated life or a society of apostolic life, no subsequent application will be considered in the two years following such dismissal. If the departure was other than a dismissal, sufficient time should be allotted to evaluate carefully his application and background.⁵

1.7.4. Leave of Absence

A seminarian who wishes to withdraw temporarily from the seminary may ask for a leave of absence, stating his reason for this request in writing, what he hopes to learn during his Leave and how he will resolve the questions he has. If the leave of absence is no longer than one year, he may ask to be readmitted without having to fulfill the standard requirements for new admission. While on leave, he is to fulfill the basic requirements that the Rector or his delegate communicates to him.

1.8. Dress Code/Public Appearance

Assumption Seminary's dress code is to be understood in the light of what it is to be a Christian gentleman, and even more so, as men who are preparing to be public figures as ordained clergy representing the Church. A seminarian's appearance (attire and grooming) is a reflection both of his personal maturity and of the community he represents. He is strongly discouraged from adopting tattoos, body piercings, painted nails or any other decoration that would detract from his professional appearance. Furthermore, a seminarian should make every effort to appear neat, groomed, and clean in hairstyles and dress at all times. Ambiguous cases will be decided on a case-by-case basis by the formation council. The dress code varies according to formation level, to academic institutions and pastoral placement.

1.8.1. Configuration Stage

- Lauds and day Classes (Monday through Thursday): Clerics (clergy shirt with Roman collar, black/dress shoes and socks).
- Mass, Vespers, night classes, Friday programs, Saturday and Sundays Masses on campus, Days and Evenings of Recollection, and Annual Canonical Retreats: Slacks and collared shirts or sweater.

2. PPF, Nos. 1,2.

- Those who exercise a liturgical ministry (prayer leaders, lectors, song leaders, musicians) follow the dress code of the community. Deacons and servers assisting at Mass wear the appropriate liturgical vestments.
- Pastoral ministry assignment: The dress code is guided by the policies for Theological Field Education at OST, the circumstances of the site and Assumption's Coordinator of Pastoral Formation.
- In the dining hall, administrative building, and any chapel (during regular business hours): Slacks and collared shirts or sweater. Modest dress (at least dress shorts or jogging pants and a t-shirt) is to be worn in these areas at all times outside regular business hours.
- Formal Occasions: Clerical Suit, black/dress shoes, and socks.
- Cassock and surplice should not be worn outside of liturgical ministries (including music). While seminarians are welcomed to wear this vesture to and from the chapel and their rooms, these are not to be worn in other public spaces (i.e., dining hall, administration building, etc.).

1.8.2. Discipleship Stage

- Lauds, Mass, and Classes (Monday through Thursday): Slacks and shirt with collar. No blue jeans. Black/dress shoes and socks.
- Daily Vespers, Friday programs, Saturday and Sundays Masses on campus, Days, Evenings of Recollection, and Annual Canonical Retreats: Slacks and collared shirt or sweater.
- Pastoral ministry assignment: The dress code is guided by the circumstances of the site and by Assumption's Coordinator of Pastoral Formation.
- Anytime one exercises a liturgical ministry: Collared shirt, black dress shoes and socks).
- In the dining hall, administrative building, and any chapel (during regular business hours): Slacks and collared shirts or sweater. Modest dress (at least dress shorts or jogging pants and a t-shirt) is to be worn in these areas at all times outside regular business hours.
- Formal Occasions: Suit and tie, black/dress shoes, and socks.
- Cassock and surplice should not be worn outside of liturgical ministries (including music). While seminarians are welcomed to wear this vesture to and from the chapel and their rooms, these are not to be worn in other public spaces (i.e., dining hall, administration building, etc.).

If circumstances require a change in the dress code, Assumption's Council of Formators will announce that change in a timely fashion.

1.9. Emergency/Accident or Medical Illness

In case of an emergency or accident, the incident should be reported immediately as follows:

Rev. Martin Burnham, PSS (Vice Rector)	443-604-8572 Martin.Burnham@archsa.org
Rev. James Myers, PSS (Rector)	650-796-8701 Jim.Myers@archsa.org

**Assumption Seminary
2024-2025 Council of Formators**

Rev. James Myers, PSS (Rector)	650-796-8701 Jim.Myers@archsa.org
Rev. Martin Burnham, PSS (Vice-Rector)	443-604-8572 Martin.Burnham@archsa.org
Rev. Rigoberto de Guzman, STL	210-772-6366 Rigoberto.DeGuzman@archsa.org
Rev. Vipin George, MSFS	443-330-2505 Martin.Burham@archsa.org
Sr. Constanza Fernandez, FSpS	210-667-3841 Constanza.Fernandez@archsa.org
Rev. Marcos Ramos, OP	210-781-5947 Marcos.Ramos@archsa.org

1.9.1. Seminarians are authorized to call 911 or proceed to a hospital emergency room in case of a major-medical emergency.

1.9.2. Inform the Vice-Rector or Director of the Discipleship Stage as soon as possible.

1.10. *Horarium* and Calendar

The seminary community regulates its life together by a schedule for daily life, the *horarium*, which includes periods for communal prayer, programs, and quiet time. The seminary Council of Formators also produces a calendar which lists all the events and activities for the year. The seminarian is expected to participate in the seminary's daily life and in the events and activities noted on the calendar, as evidence of his active embrace of life in the seminary.

1.11. Individual Files and Vital Information

A complete file containing information and records for each seminarian is required of all Catholic seminaries. Assumption Seminary is also have access to certain important information in order to serve each seminarian well. It is the responsibility of each seminarian to provide the information required and necessary in order to keep seminary records current and complete.

1.12. International Seminarians

It is the responsibility of the seminarian himself, in conjunction with his Diocese and the respective Academic Institution, to obtain and manage the legally required documentation necessary for study in the United States. Assumption's Council of Formators is happy to help seminarians find resource persons who can be available to help them manage this personal responsibility.

1.13. Internet Safety and Computer Policy

1.13.1. Seminary Computers and Internet Service.

The seminary provides a limited number of computers for seminarian use. These computers and internet service on the campus are provided primarily for academic and pastoral ministry work. The seminary computers are located in the Library in the Administration Building.

1.13.2. Internet Usage

All seminarians are sign a written consent form for Assumption Seminary to monitor access and review usage of the Archdiocese's Internet system. (See Appendix Three on page 18). This policy are be read, printed, signed, and submitted to the Dean of Men annually by the end of the first full week of classes. All seminarians will receive an account to access the internet and to access e-mail. Others may request guest account access. Seminarians are expected to check their seminary e-mail accounts on a regular basis.

Seminarians and guests are not share account/passwords with others. Doing so is a violation of the internet policies of the seminary and the Archdiocese of San Antonio.

Unauthorized usage of the seminary internet includes accessing inappropriate sites and downloading illicit materials, including but not limited to the following:

- Accessing and/or storing obscene, pornographic, sexually explicit websites and/or material; gambling websites, or illegal web sites
- Hacking, including installing illicit software using seminary/MACC equipment or internet access
- Physically damaging seminary computers
- Destroying the integrity of computer-based information
- Engaging in the public display of offensive sexual material
- Engaging in sexual harassment using internet sites
- Using the connection with the intention of threatening, intimidating, or invading the privacy of others
- Any other illegal or illicit activity

1.14. Maintenance and Administrative Issues

The Assumption Seminary receptionist or the Director of Operations are to be notified promptly, about any maintenance and administrative issues during business hours. For after- hours maintenance needs, please notify a member of the Council of Formators in residence.

1.15. Privacy

Seminarians are encouraged to make use of the common areas for social interaction as well as group work and study after curfew. No one is permitted to be in another seminarian's private room after curfew and never when the door to that room is closed and/or locked.

1.16. Sexual Harassment and Sexual Misconduct

Assumption Seminary follows the policy and directives of the Archdiocese of San Antonio and will not tolerate sexual harassment or sexual misconduct of any form by its personnel, employees, seminarians, and volunteers. Assumption Seminary is unconditionally committed to the protection of children, youth, and vulnerable populations.

All Formators, staff and seminarians are required to attend the workshops on Sexual Harassment and Safe Environment every three years. Certificates are issued upon completion of the workshops. The certificates of attendance are to be made available to the supervisors at the pastoral formation sites.

Violations of the archdiocesan policy will lead to disciplinary measures, dismissal from the seminary and possibly a criminal complaint or civil suit for monetary damages.⁶

If a seminarian believes he has been subjected to sexual misconduct or has information relating to sexual misconduct, he should contact the Rector or, in his absence, the seminarian's Vice-Rector, Director of the Discipleship Stage, or his Formation Advisor. A seminarian may also elect to contact the independent, third-party reporting party established by

3. See "Policy on Sexual Misconduct on the Part of the Church Personnel of the Archdiocese of San Antonio." Revised October 2003.

the Archdiocese of San Antonio at: 844-709-1169 or <https://www.archsa.org/child-protection/victim-assistance>. The Archdiocesan Misconduct Hotline is affiliated with EthicsPoint and allows victims to make a report to someone not employed by the diocese or seminary and creates a record that cannot be changed or deleted by anyone at the diocese or seminary.

1.17. Simplicity of Life and Transparency

While in the Archdiocese of San Antonio, seminarians are not allowed to solicit or receive financial/monetary support from persons other than their family without the knowledge of their Vocation Director/Director of Seminarians.

- Financial support that a seminarian receives from anyone other than his family is expected to be within the limit and reason appropriate for simplicity of life.
- Gifts or stipends received ought to be reported for the sake of transparency and integrity by the seminarian to their Vocation Director/Director of Seminarians.
- Accumulation of material possessions is also expected to be within the limit and reason appropriate to simplicity of life.
- In cases of financial needs or burdens, seminarians are encouraged to approach their Vocation Director/Director of Seminarians.

1.18. Smoking

Smoking is not allowed inside any building or near an entrance or pathway to any residential building.

1.19. Substance Abuse

The unlawful use, possession, manufacture, or distribution of illicit drugs on the premises of Assumption Seminary campus is strictly prohibited.

1.20. Alcohol

Assumption Seminary prohibits the use of alcoholic beverages on campus except at approved locations and during approved social events. This approval is to be given by the Rector. Seminarians are not permitted to consume or store alcoholic beverages in their private rooms. Assumption prohibits the use of alcohol by individuals under 21 years of age and the abuse of alcohol of any seminarian or employee on its premises or as part of its activities.

Any question about this policy is to be addressed to the Vice-Rector.

1.21. Transportation and Parking

Generally, the main use of Seminary vehicles is for transportation to school related activities. For use of the vehicles for community related activities, permission from the Dean of Men is to be obtained.

Seminarian parking is available in the enclosed parking lot across the street from the seminarian dormitories on the MACC side of French Street.

Seminarians are reminded to store keys and personal valuables out of sight and to park and lock the vehicle in the designated parking areas. The seminary administration parking area is reserved and for the use of seminary administrators, Formators and office personnel only. Parking is not allowed in areas designated as fire lanes or in the circle drive in front of the dormitories on French Street.

1.22. Visitors

Visitors of seminarians are welcome on campus. However, unless permission is granted by the Vice-Rector (for Flores Hall) or the Director of the Discipleship Stage (for Lopez Hall), visitors are not allowed to enter the private areas, dorm lounges or a seminarian's private room. On special occasions family members are welcome to visit seminarians in their own dorms. Visitors should be received in the Administration Building or in the Atria of the Residences.

1.22.1. Overnight Visitors

Seminarians are permitted to have overnight guests at the seminary. Please observe the courtesy of introducing your guests to the Rector or the Vice-Rector when they arrive or as soon as possible thereafter.

Making a reservation:

To make a reservation, a seminarian is to fill out a reservation form obtained from the Office of the Director of Operations, have it approved by the Dean of Men, who will then submit the form to the Office of the Director of Operations for confirmation. The seminary receptionist or another designated staff member will notify the seminarian that the request has been approved.

Hosting Your Guest:

It is each seminarian's responsibility to host his guest(s) when they arrive, during their stay, and when they depart. Personal hospitality is essential if a room is reserved. Under no circumstances should guest rooms be reserved for guests when a seminarian is not present to host them during their stay. On the day of the guest(s) arrival, room keys are to be picked up from the Receptionist during regular business hours as indicated above. In the case of weekend or holiday arrivals, keys are to be claimed by the seminarian by 5 p.m. on the previous workday.

Guest Rooms, Rates and Guest Passes:

Type 1: Guest Rooms in Lopez Hall or Flores Hall - available exclusively for guests 18 years old or older, at the rate of \$50 per person/per night. Seminarians and prospective seminarians can only be accommodated in Type 1 Guest Rooms. The host seminarian is to see to it that the vacated room is cleaned and put in order.

Type 2: Guest Suites in the Administration Building – available for official seminary guests and guests of Formators.

Each seminarian receives 4 free Guest Passes per year for Type 1 Guest Rooms (\$50 value). Only two Guest Passes for Type 1 Guest Rooms are transferable from one seminarian to another.

All Guest Passes include meals. Seminarians are to accompany guest(s) for any meals including breakfast.

Departure and Check-Out:

Guest(s) are to check-out of their rooms by 12 noon on the day of departure. Room keys are to be left in the rooms. Guest(s) may remain after 12 noon and store personal belongings left in the Receptionist's Office.

Guest Emergencies:

In case of any emergencies regarding seminarian guests, please notify the Vice Rector or Dean of Men. In the case of unexpected guests who require accommodations outside normal business hours, please contact the Vice Rector for assistance.

Additional Information:

Pets and smoking are not allowed in any Guest Room.

1.23. Weapons

Although the Texas Legislature passed the Campus Carry Bill (SB 11) allowing licensed holders to carry concealed handguns on public college campuses, private schools have the right to prohibit guns and other weapons on their property. At Assumption Seminary, the possession of a firearm, illegal knife, or prohibited weapon anywhere on the campus is not allowed.

1.24. Work Order Responsibilities

All seminarians are assigned tasks pertaining to campus living and the functions of community life. Seminarians are expected to demonstrate their dependability and generosity by contributing to the order and organization of these areas of community life.

Seminarians are required to follow the Guidelines for Housing and Building Use. See Appendix One for Flores Hall, on page 16; Appendix Two for Lopez Hall, on page 17.

Dormitory rooms are to be kept in the highest standard of cleanliness. Thus, the seminarian will be responsible for cleaning his room on a daily basis. Announced inspections or walk-thru will be conducted on a periodic basis by the Vice-Rector or his delegate.

Seminarians are required to keep campus facilities, furnishings, and seminary vehicles clean and in good condition at all times.

1.25. Pets or Animals

Neither pets nor animals of any kind are allowed inside any of the seminary buildings. Permission may be granted in the case of service dogs, per approval by the Dean of Men.

1.26. Social Media

As public persons, seminarians represent both their dioceses and the seminary. Hence, seminarians who use social media are responsible for maintaining an appropriate and respectful presence on the internet. The formation council reserves the right to ask seminarians to remove posts, re-posts or any other content on their social media pages that it deems inappropriate.

2. Student Government and Community Activity

The student government consists of individuals elected by the community and classes of seminarians to serve and enhance community life. They organize, represent and lead the seminary community. All seminarians are expected to contribute to the life of the community. These expectations include:

- Participation at community meetings.
- Participation in one or more seminary committees.
- Election of student government leaders and class representatives.

APPENDIX ONE

GUIDELINES FOR FLORES RESIDENCE

1. Your Flores residence is a private room with a private bathroom.
2. At the Flores residence there are TV Lounges, laundry rooms, cleaning supply closets, and limited space for excess storage.
3. Each private room has built in closets, drawers, and a built-in bookcase, with an overhead light, personal heat/ac, and several electrical outlets.
4. Each private room has internet connection and TV cable.
5. Rooms are furnished with a crucifix and a bed with pillow, and bed cover. There is an internet -cable box, a desk and desk chair. There is an easy chair.
6. Seminarians are furnished one mailbox key. Replacement keys cost the seminarian \$25.00.
7. Seminarians are furnished one key-badge for access to the Assumption Seminary. A replacement key-badge costs the seminarian \$50.00.
8. Damage to the room walls and furniture will be charged to the seminarian/diocese.
9. No alcoholic beverages are allowed in seminarian rooms.
10. All furniture is to remain in the private room unless expressed permission is given by administration. Crucifix is to remain in its place in the room.
11. No more than four hanging pictures are allowed.
12. No pictures may be hung on the bathroom walls.
13. Nothing, no tape, adhesives, nails, tacks are allowed on the door, desks or bookcase.
14. Rooms and bathrooms are to be cleaned regularly by the seminarian.
15. Trash is to be collected and taken out to its proper place regularly.
16. Quiet hours and curfews are to be observed according to the seminarian handbook.
17. No cooking, no wax candles, no crock pots allowed in private rooms.
18. Summer storage rooms are not an extension of your room. Summer storage is for seminarians on internship. Permission to use summer storage needs to be approved by Administration.
19. No personal items are to be placed outside of the room, such as chairs, tables, plants.
20. Doors are to be kept neat, with message board to be maintained.
21. Name plate is to be on door plate holder. There will be a charge for replacement of name plate based on current price.
22. For questions, maintenance or repairs submit a work order form electronically to receptionist at assumption.receptionist@archsa.org

Revised August 19, 2024

APPENDIX TWO

GUIDELINES FOR LOPEZ RESIDENCE

1. Your Lopez Residence is a private room with access to a community shower and bathroom.
2. At the Lopez Residence there is a community kitchen, TV Lounges, laundry rooms, cleaning supply closets, and limited space for excess storage.
3. Each private room has built in closets, drawers, an overhead light, personal heat/ac, and several electrical outlets.
4. Each private room has internet connection (WIFI)
5. Rooms are furnished with a crucifix and a bed with pillow, and bed cover, a desk and desk chair. There is an easy chair.
6. Seminarians are furnished one mailbox key. Replacement keys cost the seminarian \$25.00.
7. Seminarians are furnished one key-badge for access to the Assumption Seminary. A replacement key-badge costs the seminarian \$50.00.
8. Damage to the room walls and it furniture will be charged to the seminarian/diocese.
9. No alcoholic beverages are allowed in seminarian rooms.
10. All furniture is to remain in the private room unless expressed permission is given by administration. Crucifix is to remain in its place in the room.
11. No more than four hanging pictures are allowed.
12. Nothing, no tape, adhesives, nails, tacks are allowed on the door, or desks.
13. Rooms are to be cleaned regularly by the seminarian.
14. Trash is to be collected and taken out to its proper place regularly.
15. Quiet hours and curfews are to be observed according to the seminarian handbook.
16. No cooking, no wax candles, no crock pots allowed in private rooms.
17. Summer storage rooms are not an extension of your room. Permission to use summer storage needs to be approved by Administration.
18. No personal items are to be placed outside of the room, such as chairs, tables, plants.
19. Doors are to be kept neat, with message board to be maintained.
20. Name plate is to be on door plate holder. There will be a charge for replacement of name plate based on current price.
21. For questions, maintenance or repairs submit a work order form electronically to receptionist at assumption.receptionist@archsa.org.

Revised August 19, 2024

APPENDIX THREE

**ASSUMPTION SEMINARY
COMPUTER NETWORK ACCEPTABLE USE POLICY**

Please sign and return this form to the Dean of Men's mailbox

OVERVIEW

Assumption Seminary is committed to providing a safe, convenient, and efficient computer network for use in a responsible and legal manner in accordance with the Archdiocese of San Antonio and Assumption Seminary Computer Network Acceptable Use Policy.

All Assumption Seminary network users will accept personal responsibility for his or her use of the Internet. Prohibited uses include any communication, photograph or other depiction which communicates, promotes, or encourages:

- Pornography, lewd or sexually suggestive behavior
- Unethical or illegal solicitations
- Racism, sexism, homophobia slurs or other perspectives intended to insult or harass others
- Inappropriate language
- Trespassing in or upon other user's folders, files, or work
- Intentionally wasting limited resources

Unauthorized attempts to gain privileged access or access to any account or system not belonging to you are not permitted. Computer and network accounts provide access to personal, confidential data. Therefore, individual accounts cannot be transferred to or used by another individual. **Sharing accounts or passwords is not permitted.** Each user is responsible for the proper use of his or her account and any activity conducted with it.

No e-mail or other electronic communication may be sent which attempts to hide the identity of the sender or represents the sender as someone else.

USER CONTRACT

I understand any violation of the Assumption Seminary Computer Network Acceptable Use Policy may result in loss of network access and other disciplinary actions and may constitute a criminal offense.

I agree to report any misuse of the computer network to the seminary administration.

I agree to use the seminary computer network at my own risk, and I hereby release and agree to indemnify and hold harmless Assumption Seminary and the Archdiocese of San Antonio from any claims arising from or involving my use of Assumption Seminary Computer Network.

Print Name: _____

Signature: _____ Date: _____

Revised: August 19, 2024