



Welcome to BU!

Move-in time is an exciting time for you and the BU community. You will have many questions throughout move-in day. When you arrive, you will find many Residence Life staff members who are willing to help. We've prepared this move-in guide to make your experience as smooth as possible. Here you'll find answers to the most commonly asked questions. If you need any further assistance, please do not hesitate to call our office at 502.272.7272.

Best Wishes, Leslie Maxie-Ashford Associate Dean of Students/Director of Housing and Residence Life

Planning the Big Move: The Check-In Process

First-year students will check-in Saturday, August 18 from 8:30 a.m. to 3:00 p.m. Returning students will check-in on Wednesday, August 22 from 9:00 a.m. to 4:00 p.m. During check-in, you will receive a Room Condition Report with medical and fire safety regulations, your room and mailbox key (combination), and Student Handbook information.

First-year students

We have scheduled check-in according to the first letter of your last name. Last names beginning with A-I check-in from 8:30a.m. to 11:00 a.m. Last names beginning with J-R check-in from 11:00 a.m. to 1:30 p.m. Last names beginning with S-Z check-in from 1:30 p.m. to 3:00 p.m. Upon arrival, you will go to the Amelia Brown Frazier Convocation Hall in the George G. Brown Center (#5 on the campus map). Here, you will receive all of your check-in materials for the halls, pick up your KNIGHTLIFE on-campus orientation packet, parking permit, get your ID made and also have an opportunity to speak with Financial Aid and the Bursar if you need to. Once you have your room key, you will go to your assigned residence hall to move-in. Our Move-In Crew,

faculty, staff and student volunteers, will be on hand to help you unload your car. After you unpack, please move your vehicle to the freshman parking lot, behind the Sport, Recreation and Fitness Center (#20 on the campus map). Please be considerate of other students arriving and relocate your vehicle within your allotted 30-minute timeframe.

To minimize traffic issues, Residence Life will be working with Campus Safety and Security to regulate drop off points and traffic routes for move-in day. Once you have entered campus through the main entrance on Newburg Road, continue on Bellarmine Blvd veer left to enter Via Cassia. Travel along Via Cassia. At the stop sign, make a right. The George G. Brown Center is located on the right hand side of the parking lot, across from Knights Hall.

If schedules permit, we encourage roommates to check-in together. This would be a great opportunity to get acquainted and set your room up together. If you would like to check-in with your roommate or if you need to check-in outside of these allotted times, please contact the Residence Life Office at 502.272.7272.

Returning Students

Upon arrival on Wednesday, August 22, you should go directly to your assigned residence hall to check-in. Your building resident assistants will assist you in checking into your room. Residence Life will be working with Campus Safety and Security to regulate drop off points and traffic routes for move-in day. After you unpack, please move your vehicle to upper-level parking lots. Please be considerate of other students arriving and relocate your vehicle within your allotted one hour timeframe.

Early Arrival Information

Early Arrivals – Requests for an early arrival must be made in advance by completing the Early Arrival Form. A \$20 per night fee is charged for every night you spend on campus prior to Opening Day without a university commitment. Early arrivals can be accommodated during specific time periods. Times will be outlined on the form. The form will be available on our website at www.bellarmine.edu/residencelife July 1, 2012.

Athletes – All fall athletes will check-in on Thursday, August 9 from 5:00 to 8:00 pm.

Countdown for First-Year Students

The countdown begins this summer—registering for class, seeing your roommate assignment and making sure you've covered all the details. Your transition really begins prior to and during check-in. It is important that you know some of the basics before you arrive on campus. Go over some of the following tasks with your parents before your arrival:

- Know how to do laundry, manage your checkbook, debit and credit cards, and other basics.
- Prepare an electronic items inventory—record the product and serial number of your electronic items.
- Review the What to Bring and What Not to Bring lists in this guide.
- There is NO extra storage space in the halls, so limit what you bring.
 You should think about seasonal clothes only.

Get Involved in Your New Home

Residence Hall Association (RHA) – As a residential student, you are a member of RHA, a student organization dedicated to improving life on campus for residents. You'll help organize large scale community building activities, such as Dining Hall Bingo and the Roommate Game. For more information about Hall Council or RHA, contact Matthew Vetter, RHA Advisor, at mvetter@bellarmine.edu.

Hall Council – Join your Hall Council and help organize social events such as cookouts and community service activities. It's a great way to get to know your fellow residents and hall staff. Hall Council meetings are bi-weekly. Make a difference in your hall community!

Student Jobs – Residence Life hires students that are eligible for Federal Work Study as office and desk assistants. Please contact Sylvia Johnson at sjohnson@bellarmine.edu if you are interested in working for us.

Housing & Residence Life Staff

Residence Life Office (RLO) – Located on the first floor of Petrik Hall, the RLO serves as the central office for the entire residence hall system. The offices for the full-time Director, Assistant Director and Administrative Assistant are located in the RLO. The RLO works to ensure that your living environment is not only comfortable and satisfying, but also a real part of your total educational experience.

Residence Life Coordinator (RLC) – Full-time, live-in staff responsible for the overall management of first-year facilities. RLCs will hold set community hours per week in the hall.

Peer Minsters – Peer Ministers serve as mentors, a pastoral presence and role models to their residents. Peer Ministers serve as conversation partners to students along the way as students seek out their individual vocations.

Resident Assistants (RA)

- Experienced upper-classmen selected and trained by Residence Life that live on every floor in each hall
- RAs build community on their floor, organize and implement community building activities and enforce policies
- RAs also create positive relations and help you find campus resources

Academic Peer Advocates (APA)

- APAs offer support for your transition from high school to college in the area of academics
- APAs offer community builders that bring professors to the halls and recognize residents for their academic achievements

Maintenance and Custodial Staff

- Maintain our residence halls on a year-round basis
- Clean common areas and common bathrooms
- Concerned about your safety, health and comfort

Tips for Success

- **Respect** Respect your roommates, your neighbors, your community and yourself.
- **Study** Find your quiet place for studying. Stay current on assignments and attend all your classes.
- **Involvement** Get involved! Students who get involved early on have a higher achievement rate, are less homesick, and generally get more out of their college experience than those that are not involved.
- **Service** Give back to your friends, community and BU. Seek out ways to be of service to others.
- **Explore** Explore your opportunities: they are endless. Take time to learn of the diversity, the cultural advantage and the leadership opportunities BU has to offer.
- Discipline Take time to study, reflect, and have fun, but know when it's the right time for each.
- Goals Don't lose sight of why you are here and how you plan to get to your goal. Establish your goals and plan of achievement. The best way to get where you want to go is to know where you are going.

Living with a Roommate

At the beginning of the year, you and your roommate(s) will sign a Roommate Agreement. This document is a tool for each resident to use. It covers a range of topics from sleep patterns to sharing food. Even if you are rooming with your best friend, take the time to understand the preferences of your roommate(s). If disagreements happen, your RA or Hall Director are there to help you resolve issues. Here are a few more tips that will help you make the most of your new roommate(s):

- 1. **Communication** is the most effective tool for living together happily.
- 2. **Take your Roommate Agreement seriously.** Discuss personal needs and boundaries early to prevent future challenges.
- 3. Be ready to make **compromises.**
- 4. Always treat your roommate(s) with **respect.** Think about how you would feel if the roles were reversed.

- 5. Try to contact your roommate during the summer to **plan** the upcoming year.
- 6. Take your roommate to lunch or **go somewhere outside your hall** and have fun! Invite others to go along; expand your world.

Parent Information for First-Year Students

Letting go is never easy, especially after so many years at home! You've known your son or daughter's friends, their parents, teachers and coaches. You've arranged their schedules over the years for play groups, soccer practices, band concerts, and summer camps. And now, at this pivotal time in their lives, you are supposed to let them do it all alone!

You have a new role — that of a mentor, a trusted advisor and counselor. Research indicates that today's students consider their parents to be their best advisors. As students adjust to their newfound independence, they will be calling on you for advice, support, and affirmation that they can succeed. Things you can't predict or control will happen, but trust in your son or daughter's judgment and also have confidence in the university staff members who will assist them.

Preparing before arrival

- Make hotel/transportation reservations for Move-In Day if needed.
- There is NO extra storage space in the halls; encourage your student to limit what they bring. You may be taking belongings back home with you!
- Review and discuss with your student important Residence Life policies found online (www.bellarmine.edu/studentaffairs/residence) and in the student handbook (www.bellarmine.edu/documents/studentaffairs/studenthandbook.pdf.).

Preparing your student for check-in

• Your student (not you) checks-in, accepts the key and you are now their "guest" in the residence hall who must be escorted by your student

Let your student and their roommate set up and decorate their room.
 Let them sort out who brings specific items to share as they communicate prior to move-in

Resources for Parents

We encourage you to join the Bellarmine Parents Association and become a part of the BU Community. Also we invite you to Family Weekend on October 19-21. As you prepare for this major transition in your life, the following books may be helpful:

- Don't Tell Me What to Do, Just Send Money The Essential Parenting Guide to the College Years by Helen Johnson and Christine Schelhas-Miller
- You're on Your Own (but I'm here if you need me) Mentoring your Child During the College Years by Marjorie Savage
- Letting Go: A Parents' Guide to Understanding the College Years by Karen Levin Coburn and Madge Lawrence Treeger
- More information is available at www.bellarmine.edu/parents

Mail on Campus

To ensure the prompt and accurate delivery of mail to your box, it is necessary that the complete address listed below be used on all mail. Address should read as follows:

(Resident's Name)
Bellarmine University
Hall Name
(Campus Box #)
2001 Newburg Rd
Louisville, KY 40205

You will get your campus box number when you check-in. Please remember that it is not safe to send cash in the mail. Residence Life cannot track postal mail.

Tobacco Free Initiative at BU

Bellarmine prohibits the use of tobacco on all university property, including Bellarmine vehicles and sports and recreation facilities. Smoking in personal vehicles is allowed. For more information on tobacco self

management, please contact Alice Kimble, Director of Health Services at 502.272.8312 or makimble@bellarmine.edu.

Telephone Services

Telephone service is no longer provided in residence hall rooms. Surveys show more than 86% of students would prefer not to have an "active" phone line in their rooms. Students will have access to a public phone in each residence hall lobby and the RA and APA staff members will be provided with land line phones in their rooms.

Residents who need (no cellular phone access, emergency medical service, etc.) local land line phone service may request installation of the service by submitting an application to the Department of Housing and Residence Life.

Students with room activation are responsible for providing their own telephones. Cordless telephones 2.4 GHz or larger cannot be used in the residence halls for the potential interference with the wireless network.

On Campus Living: What to Bring

- Towels, plastic shower caddy, shower slippers, hair dryer
- Pillow, sheets, blanket or comforter
- Laundry detergent and basket
- 8-gal trash bags and cleaning supplies
- Address book, stationery, stamps
- First-aid items, prescriptions
- Power strip-(fused surge protector with reset button/ circuit breaker only)
- Money, checkbook, credit or debit card
- Social Security card, birth certificate or passport (needed for employment)

- Toiletries, sewing kit, and Kleenex
- Computer and printer*
- Umbrella
- Storage containers
- Planner
- Alarm clock
- Clothes hangers
- Eating utensils/dinnerware
- School supplies and backpack
- Room decorations
- Refrigerator**
 (3.2 cubic feet)
- Microwave (700 watts)**
- Ironing board and iron

*Computer labs are available in the residence halls or in very close proximity. All residence halls have wireless Internet access. Computers and printers are not required. **Each room can have one microwave and one refrigerator. These are items that you should coordinate with your roommate. Anniversary, Siena Primo, Siena Secondo, Siena Terzo, Siena Quart, Kennedy and Newman halls have microwaves and refrigerators provided in the rooms.

Safety & Security

- All residence halls are locked 24 hours, seven days a week. Only residents assigned to a hall have access to that hall by swiping their ID Card. You should not key non-residents into the building who are not your guest(s).
- Each student has a room key. Hall staff review safety procedures with residents immediately upon check-in.
- There are "blue light" phones all over campus for immediate access to Campus Safety and Security.
- Although it is minimal, theft and crime do occasionally occur on campus; please see www.bellarmine.edu/security.
- The University is not responsible for damage or loss of property, so residents are encouraged to purchase renter's insurance for emergencies.
- Bellarmine also offers a security escort for students who do not feel comfortable walking back to their cars or halls after dark. Call 502.272.7777 for an escort.

For more information, contact Campus Safety and Security at 502.272.7777. Safety and Security officers are on duty 24 hours a day. They also observe video monitors which are connected to cameras located throughout the campus in public areas. Safety and Security officers carry a telephone and/or a hand-held radio for contact with the fire and police department in case of an emergency that cannot be handled by the department.

Fire Safety & Prevention

Fire detection devices have been installed in every room and in the corridors. The entire alarm system is connected to a central alarm system, which automatically notifies the university Security Office of any problem.

If you discover or suspect a fire:

- **1. Activate the fire alarms** go to the nearest exit and pull the fire alarm down.
- 2. Evacuate the building in an orderly manner. As you leave, alert others in your building. Never return to a building until instructed by a Residence Life Staff person, Security, and/or fire department. When possible, before evacuating do the following: wear shoes and a coat, open all curtains/blinds, close windows, turn on lights and close all doors.

Fire prevention

- Use of multiple plug adapters to obtain a maximum number of outlets can result in the overload of circuits and fire. When using a power strip make sure it is polarized and grounded, with a built-in circuit breaker.
- Appliances such as irons, curling irons, and hair dryers should never
 be left unattended or plugged in for long periods of time. Prohibited
 appliances include: space heaters, hot plates, toaster oven and electrical appliances used for cooking or preparing meals and halogen
 lamps. Approved appliances include: Coffee makers, hot air popcorn
 poppers, and U.L. listed non-open coil items.
- Oil lamps, potpourri, candles and incense are prohibited
- Do not place decorations on ceilings or sprinkler heads. Materials on the ceilings may also impede the activation of smoke and heat detection equipment. Wall and ceiling decorations will increase the speed for fire spread.
- Additionally, fire extinguishers have been provided in each building
 to be used in the event of a small fire. Your main interest is to get out
 and stay out of the building. If you have not been trained to use a fire
 extinguisher, focus on getting out of the building.

Getting to Bellarmine University

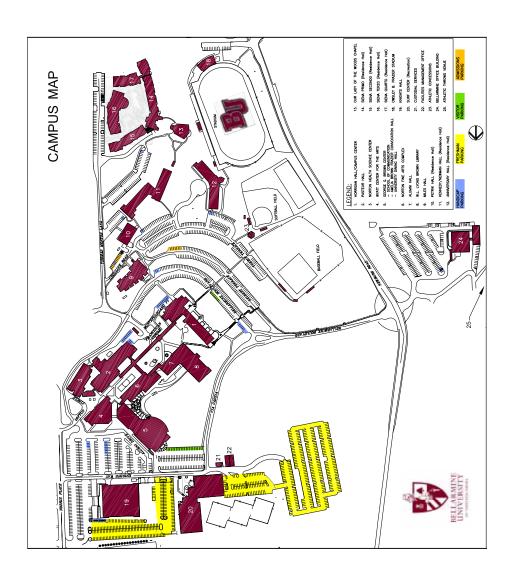
From I-71 (Southbound) - Follow I-71 South to I-264 West (Watterson Expressway). Stay on I-264 to the Newburg Road North Exit 15A. Follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

From I-64 (Westbound) - Follow I-64 West to I-264 West (Watterson Expressway). Stay on I-264 to the Newburg Road North Exit 15A. Follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

From I-64 (Eastbound) - Follow I-64 East to I-65 South. Follow I-65 South to I-264 East (Watterson Expressway). Stay on I-264 East until the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

From I-65 (Southbound) - Follow I-65 South across the Kennedy Bridge to I-264 East (Watterson Expressway). Stay on I-264 to the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

From I-65 (Northbound) - Follow I-65 North to I-264 East (Watterson Expressway). Stay on I-264 to the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.



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Important Phone Numbers

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Housing & Residence Life	
Residence Life Coordinator for Anniversary & Petrik $502.272.7017$	
Residence Life Coordinator for Kennedy & Newman 502.272.7491	
Residence Life Coordinator for the Siena Complex 502.272.7501	
Academic Resource Center (ARC)	
Athletics	
Academic Affairs	
Alumni Office	
Bursar's Office	
Campus Ministry	
Campus Bookstore	
Career Development	
Counseling	
Dean of Students	
Disability Services	
Financial Aid	
Food Service	
Health Services	
Help Desk	
Intramurals	
Library	
Lost & Found	
Merton Center	
Registrar	
Security	
Special Events/Reservations	
SuRF Center	
Student Affairs	
Student Activities	

Important Dates & Times

July 23	Early Arrival application deadline
August 9	Approved Fall sports athlete check-in 5 - 8 p.m.
	Residents should verify check-in with their coach
August 18	First-Year Move-In Day
_	Hall Community meetings
August 19	Convocation at 2 p.m.
August 22	Returner Move-In Day
August 23	First day of classes
October 15-16	Fall Break
November 21-25	Thanksgiving Break/Halls close at 8 p.m. Nov. 22
December 5	Last Day of classes
December 7-13	Finals week
December 13	Winter Break/Halls close at 8 p.m.
January 2	Halls open at 10 a.m.
January 3	First day of spring classes
March 4-10	Spring Break
March 27 - April 4	Easter Break
	Classes resume at 5:30 p.m. on April 4
April 24	Last day of classes
April 26 - May 2	Finals week
May 2	Halls close at 8pm

We know that involvement contributes to a strong residence hall community. With over 400 community builders planned for the year, it is our goal that you will be engaged community members. We are excited about the upcoming year and we look forward to seeing everyone in August.

