

Move-In Guide



Bellarmino University Office of Residence Life

Fall 2009

Important Dates and Times

July 24	Early Arrival application deadline
Aug 18	Freshman Move-In from 9am-4pm
Aug. 18	Hall Community Mtgs at 8:30pm
Aug. 19	Returner Move-In from 9am-4pm
Aug. 19	Freshman Mass & Convocation beginning at 9am
Aug. 20	First day of class

Oct. 10-13	Fall Break
Nov. 25-29	Thanksgiving Break
Dec. 2	Last day of classes
Dec. 4-10	Finals Week
Dec. 11	Winter Break Closing at 12pm
Jan. 3	Halls Open at 10am
Jan. 4	First Day of Classes
Mar. 1-7	Spring Break
Mar. 31- Apr. 5	Easter Break
Apr. 21	Last Day of Class
Apr. 23-29	Finals Week
Apr. 29	Halls Close @8pm

Planning the Big Move: The Check-In Process

Go directly to your residence hall to check-in. The Office of Residence Life will be working with Campus Safety and Security to regulate drop off points and traffic routes for Move-In day.

Incoming Freshman check-in from 9am-4pm on Tuesday, August 18. In order to help coordinate traffic, we have scheduled check-in according to the first letter in your last name.

A-M 9am-1pm

N-Z 1pm-4pm

You will be greeted in your hall lobby by your Hall Director or another Residence Life staff member. You will be directed to your Resident Assistant's Room. With your RA you will receive the following:

1. Room Condition Report (RCR)
2. Medical and Fire Safety Regulations

The Countdown

The countdown begins this summer—attending SOAR, 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 when you begin your independence. Go over some of the following tasks

3. Your room and mailbox key (combination)

CREW orientation leaders along with Faculty and Staff will be on hand Move-In day to help carry in your luggage and boxes.

Returning Students and transfer students may check-in on Wednesday, August 19 from 9am-4pm.

Please go directly to your Residence Hall Lobby. You will be greeted in the lobby and assisted with check-in by a Residence Life Staff member.

Early Arrivals:

Requests for an early arrival must be made in advance by completing an Early Arrival Form found online at <http://www.bellarmino.edu/studentaffairs/residence/info.asp>

A \$20 a night fee is charged for every night you spend on campus prior to Opening Day

without an University commitment. Early arrivals can be accommodated during specific time periods. Times are outlined on the form.

Attention Athletes:

Fall Athletes can check-in on Monday, August 10 from 1pm-4pm. Please contact your coach about your Early Arrival status. You will need to complete an Early Arrival Form as well:

Crossroads III:

Students who live 3 or more hours away, can check-in their residence halls on Saturday, August 15 from 10am-4pm. Please complete the Early Arrival form.

All students will receive a key for their permanent fall assignment.

with your parents before your arrival:

- Know how to do laundry, manage your checkbook, debit and credit cards, cook in a microwave, and other basics.
- Prepare an electronic inventory-record the product and

serial number and keep a record

- Review the What to Bring and What Not to Bring lists.
- There is NO extra storage space in the halls, so limit what you bring. You should think about seasonal clothes only.



Involvement and getting to know others enhances your overall college experience.

Living in a residence hall opens doors to new friendships, enhanced learning and success in and out of the classroom. We encourage you to be an active member of your new community and enjoy the benefits of being involved.



Get Involved in your New Home

Hall Council

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

Residence Hall Association (RHA)

You are automatically 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 Koster Bingo and the Roommate Game. For more information about Hall Council or RHA, please contact Jessica Randall, RHA Advisor at jrandall@bellarmine.edu.

Student Jobs

Residence Life hires students that are eligible for Federal Work Study as office and desk assistants. Please contact Beth Corbin at bcorgin@bellarmine.edu if you are interested in working for us.

Supporting you all the way

Hall Directors (HD)

Graduate, live-in staff responsible for the overall management of your hall. Hall Directors hold 10 posted Community Hours per week in each hall.

Resident Assistants (RA)

- Experienced students selected and trained by Residence Life that live on every floor in each hall
- RAs build community on their floor, organize and imple-

ment 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 build-

ers that bring professors to the halls and recognize residents for their academic achievements.

Maintenance and Custodial Staff

- Maintain our residence halls on a daily basis all year long
- 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

Discipline-Take time to study, reflect, and have fun, but know when it's the right time for each.

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.

Explore-Explore your opportunities: they are endless. Take time to learn of the diversity, the cultural advantage and the leadership opportunities that BU has to offer.

Service-Give back to your friends, community and BU. Seek out ways to be of service to others.

Goals- Don't ever 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(s)

Helpful Tips for living with a roommate:

1. Communicate: This 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. Attempt to make contact 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.

*The Roommate Agreement 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. If disagreements happen, your RA or Hall Director are there to help you resolve issues.



Communication is the key to success!

Parent Information

Letting go is never easy, especially after 18 years! 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 who will assist them.

Preparing before arrival:

- Make hotel and transportation reservations for Move-In
- 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 and in the student handbook. (Housing Contract, Community Standards, Policies and Procedures.)

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: **October 23rd-25th, 2009**

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, Helen Johnson & Christine Schelhas-Miller
- You're on Your Own (but I'm here if you need me) – Mentoring your Child During the College Years, Marjorie Savage
- Letting Go: A Parents' Guide to Understanding the College Years, Karen Levin Coburn and Madge Lawrence Treeger

Important Telephone Numbers

Residence Life 502-473-3000

Hall Directors Office

Petrik 473-3007
 Anniversary 473-3105
 Kennedy/Newman 473-3491
 Siena/Bonaventure 473-3501

Prefix 502-452-

ARC 8071
 Athletics 8380
 Bookstore 8111
 Bursar 8264
 Dean of Students 8150
 Dining 8325
 Financial Aid 8124
 Help Desk 8301
 Library 8141
 Mail 8126



For more information on tobacco self-management or to register, please contact:

Alice Kimble at 452-8312 or makimble@bellarmine.edu.

Tobacco Free Initiative at BU

As members of the Bellarmine community you are an important part of a vibrant campus. I am proud to let you know that Bellarmine is taking an important step toward making our community healthier for everyone. Based on information gathered during a campus-wide survey and year-long study, Bellarmine will become a **tobacco-free campus on January 1, 2010.**

We respect the freedom of Bellarmine community members who choose to smoke, but we also recognize the rights of community members to enjoy the campus free from secondhand smoke. Bellarmine will prohibit the use of tobacco on all university property, including vehicles and sports and recreation facilities. Smoking in personal vehicles will be allowed. To support the health and well-being of everyone on campus, the university will sponsor smoking cessation programs

free of charge to all participants. The fall student tobacco self-management program runs Sept. 8 through Dec. 8. For more information on tobacco self-management or to register, please contact Alice Kimble at 452-8312 or makimble@bellarmine.edu. Through patience and a community spirit, we believe this policy will be successful and will benefit students, employees and visitors.



Mailing Address For on-campus residents:

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/packages that you receive.

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 regular mail.

**Packages are logged each day. Students can retrieve packages in Anniversary Hall Monday-Friday from 8am-6pm.

Telephone Services

Beginning with the fall semester of 2009, telephone service will no longer be automatically provided in residence hall rooms. Over the last few years the Department of Residence Life has found that most students use cellular phone service as their sole/primary telephone communication with family and friends. Surveys completed in the fall of 2008 show over 86% of students would prefer not to have an "active" phone line in their room. So that adequate

phone service will be available for personal or emergency use, students will have access to a "public phone" in each residence hall lobby and the Resident Assistant and Academic Peer Mentor staff members will be provided with a land line phone 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 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.

Students residing in 1816 Norris Place apartments will automatically have local telephone service.

On Campus Living: What to Bring

- Towels, plastic shower caddy, shower slippers, hairdryer
- Pillow, sheets, blanket or comforter
- Laundry detergent, and basket
- 8-gal trash bags and cleaning supplies
- Alarm clock
- Toiletries, sewing kit, and Kleenex
- Computer and printer*
- Money, checkbook, credit or debit card
- Clothes hangers
- Social Security card, birth certificate or passport (needed for employment)
- Eating utensils and dinnerware for personal use
- Umbrella
- First-aid items, prescriptions
- Power strip-(fused surge protector w/reset button/circuit breaker only)
- Storage containers
- Planner
- Address book, stationary, stamps
- Schools supplies & backpack
- Room decorations
- Refrigerator (3.2 cubic feet)**
- Microwave (600 watts)**
- Ironing board and iron

*Computer labs are available in the residence halls or in very close proximity. 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. Please note that Anniversary, Bonaventure and Siena Primo and Secondo have microwaves and refrigerators provided in the rooms.

Safety and Security

It is natural to have concerns about the safety and security of your son or daughter.

- 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.
- 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 exist on campus; please see: <http://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 an escort service for students that don’t feel comfortable walk-

ing back to their cars or halls after dark. Contact Campus Safety and Security to find out more at 502-473-3333.

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.

Joseph Frye, Director
Safety & Security
Horriagan Hall

502-473-3333 mainline
502-473-3335 fax

Fire Safety & Prevention

Bellarmine is committed to educating residents about a safe physical environment and promoting safe living practices in the residence halls.

The following information focuses on what to do should a fire occur, life saving techniques, fire prevention tips and fire safety equipment.

Bellarmine makes every effort to keep your residence hall safe. 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.

Discovering or Suspecting 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, when left unattended, can be a huge risk factor for fires. 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 can be extremely hazardous and 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.

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.



Let's keep Everyone safe! Please read carefully our policies & procedures regarding fire safety.

DIRECTIONS: Getting to Bellarmine University
2001 Newburg Road ~ Louisville, KY 40205

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), one of the first exits after the Ohio River Bridge. 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 (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.

Once at Bellarmine:

All Residents:

Enter Bellarmine's campus via the Newburg Road Main Entrance. You will be on Bellarmine Blvd.

Turn Right at Seibert Terrace.

Follow the drive around to the corner of Seibert and Treece Terrace. There will be directional signs placed to guide you to your assigned building.

Student volunteers will place a sign on your vehicle(s) with your arrival time. **We are asking that you re-locate your vehicles to the Freshmen Parking Lot after you unpack. We are allotting 45 minutes per vehicle. Please be considerate of other students arriving and re-locate your vehicle within this timeframe.

Kennedy, Newman, Anniversary and Petrik Residents:

Proceed to the right into the parking lot. Traffic will flow in one direction.

Park your vehicle and proceed to your building lobby.

Check in with your RA on your assigned floor After check-in, student volunteers will help you move in your belongings.

Bonaventure and Siena Residents:

Proceed to the left onto Ursuline Dr.

Take a right onto Merton Lane and proceed to Bonaventure Hall.

Do not take the drive to the Chapel but follow Merton Lane to Bonaventure Hall parking lot

Park and walk to your assigned building lobby to check-in with your RA.

Check in with the Residence Life staff. After check-in, student volunteers will help you move in your belongings.