

# Residence Life

## MOVE-IN DAY GUIDE



**BELLARMINE  
UNIVERSITY**  
IN VERITATIS AMORE

# 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 M. Maxie

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 8:00 a.m. to 3:00 p.m. Returning students will check-in on Wednesday, August 22 from 1:00 p.m. to 7:00 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.

A-F 8:00-9:30 a.m.

G-K 9:30-11:00 a.m.

L-Q 11:00 a.m.-1:00 p.m.

R-Z 1:00-3:00 p.m.

If you are bringing a car to campus this year, please register your car online prior to Move-in Day. You can pick up your parking permit at Check-In Central. Please register through the Office of Public Safety at <http://www.bellarmine.edu/security/services/parking>.

To minimize traffic issues, Residence Life will be working with Public Safety 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. and 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.

### **Returning Students**

Upon arrival on Wednesday, August 22 (1:00-7:00 p.m.), 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 Public Safety 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 30-minute time frame.

### **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 your Housing Portal on July 6, 2018.

**Athletes** – All fall athletes will check in on Monday, August 13, from 10:00 a.m.-noon in Frazier Hall. Please speak with your coach to confirm your pre-season arrival.

## **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. *Republic Bank is Bellarmine’s Official Student Bank. Republic Bank will be on campus for Move-in Day, Saturday, August 18.*
- 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 Halloween Fright Knight and RHA week. For more information about Hall Council or RHA, contact Mitchell Siefker, RHA President, at [msiefker@bellarmine.edu](mailto:msiefker@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 weekly. Make a difference in your hall community!

**Student Jobs** – Residence Life hires students that are eligible for Federal Work Study and KREBS students as office and desk assistants. Please contact Residence Life at [reslife@bellarmine.edu](mailto:reslife@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 Coordinator of Operations 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. You will also pick up all packaged mail in the RLO.

**Residence Life Coordinator (RLC)** – Full-time or part-time live-in staff responsible for the overall management of all buildings. RLCs will hold set community hours per week in the hall.

**Peer Ministers** – 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.

**Community Educators** – Community Educators serve as mentors for the Brown, Galileo, Rachel Carson and Eureka Learning Communities. Upper-class educators will live with first-year students and assist with extracurricular activities associated with the learning communities.

**Resident Assistants (RA)** – Experienced, upper-class students 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 also offer community builders that bring professors to the halls and recognize residents for their academic achievements.

**Maintenance and Custodial Staff** – These staff maintain our residence halls on a year-round basis. They clean common areas and common bathrooms, and they have a concern for 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. 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 Residence Life Coordinator are there to help 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.bellarmino.edu/studentaffairs/residence](http://www.bellarmino.edu/studentaffairs/residence)) and in the Student Handbook ([www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf](http://www.bellarmino.edu/docs/default-source/student-affairs-docs/student-handbook.pdf)).

## **Preparing your student for check-in**

- Your student (not you) checks in and 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 September 28-30, 2018.

## 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

Bellarmino 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 Dr. Alice Kimble, Director of Health Services at 502.272.8313 or [mkimble@bellarmine.edu](mailto:mkimble@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.



Residents who need 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

*\*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. All halls have one microwave and one refrigerator provided in the room which is the maximum permitted in each room.*

- 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 and/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
- Ironing board and iron

## On Campus Living: What NOT to Bring

- Quarters—Our laundry services are free with your cost of tuition!
- Space heaters
- Hot plates, toaster ovens or other cooking appliances
- Oil lamps, potpourri, candles or incense
- Pets, unless fish in a 10-gallon tank or smaller
- Alcohol; alcohol is not permitted in the residence halls
- Drugs or drug paraphernalia
- Weapons

## 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 guests.
- Each student has a room key. Hall staff review safety procedures with residents upon check-in.
- There are “blue light” phones all over campus for immediate access to Public Safety.
- Although it is minimal, theft and crime do occasionally occur on campus; please see [www.bellarmino.edu/security](http://www.bellarmino.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 the Office of Public Safety at 502.272.7777. Public Safety 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. Public Safety 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 Office of Public Safety 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

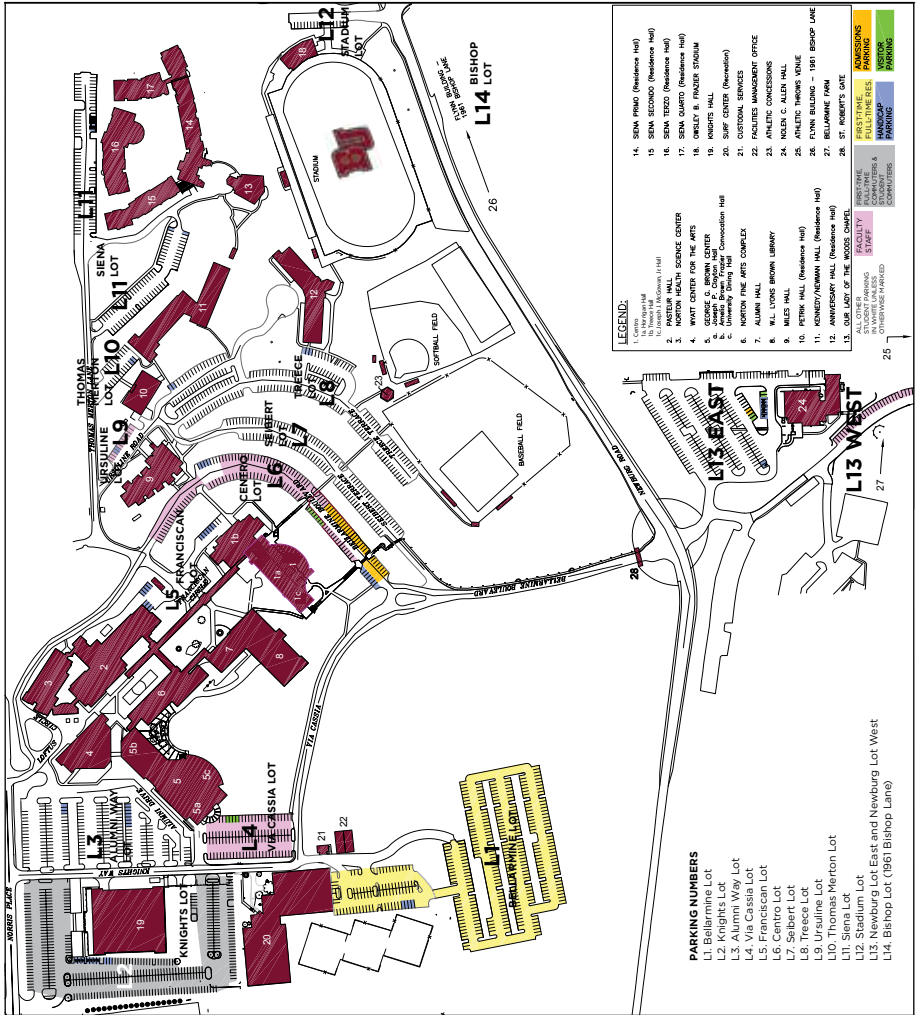
**From I-71 (Southbound)** - Follow I-71 South to I-264 West (Watter-son Expressway). Stay on I-264 to the Newburg Road North Exit 15A. Follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

**From I-64 (Westbound)** - Follow I-64 West to I-264 West (Watter-son 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 (Watter-son 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.



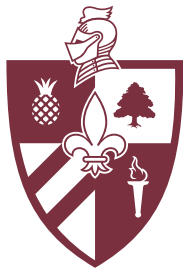
# Important Phone Numbers

Housing & Residence Life.....	502.272.7272
Residence Life Coordinator for Anniversary .....	502.272.7405
Residence Life Coordinator for Petrik.....	502.272.7017
Residence Life Coordinator for Kennedy & Newman ..	502.272.7491
Residence Life Coordinator for the Siena Complex .....	502.272.7501
Athletics.....	502.272.8380
Academic Affairs .....	502.272.8160
Alumni Office .....	502.272.8333
Bursar’s Office .....	502.272.8264
Campus Ministry.....	502.272.8051
Campus Bookstore .....	502.272.8111
Career Development.....	502.272.8151
Counseling .....	502.272.8480
Dean of Students .....	502.272.8150
Disability Services.....	502.272.8480
Financial Aid .....	502.272.8124
Food Service .....	502.272.8325
Health Services .....	502.272.8312
Intramurals .....	502.272.8343
Library .....	502.272.8141
Lost & Found.....	502.272.7777
Merton Center .....	502.272.8187
Office of Identity and Inclusion .....	502.272.8302
Office of Public Safety.....	502.272.7777
Registrar .....	502.272.8133
Special Events/Reservations.....	502.272.8100
Student Affairs .....	502.272.8150
Student Activities.....	502.272.8477
Student Success Center (SSC).....	502.272.8071
SuRF Center .....	502.272.8312
Technology Support Center .....	502.272.8301

## Important Dates & Times

July 6	Early Arrival application available on <a href="http://www.bellarmino.edu/residencelife">www.bellarmino.edu/residencelife</a>
July 20	Early Arrival application deadline
August 13	Approved fall sports athlete check-in (10:00 a.m.-Noon) Residents should verify check-in with their coach
August 18	First-Year Move-in Day (8:00 a.m.-3:00 p.m.)
August 18-22	Parent and Student Orientation Activities
August 22	Returner Move-in Day (1:00-7:00 p.m.)
August 23	First day of classes
August 24-26	Welcome Back Activities
August 26	RHA Welcome Back Dinner
September 3	Labor Day Holiday—No Classes
September 28-30	Family Day Weekend
October 13-16	Fall Break—No Classes
November 20-25	Thanksgiving Break Halls close at 8:00 p.m. Nov. 20
December 6	Study Day
December 7-13	Finals Week
December 13	Winter Break—Halls close at 8:00 p.m.
January 6	Halls open at 10:00 a.m.
January 7	First day of spring classes
March 2-10	Spring Break
April 19-22	Easter Break
April 25	Study Day
April 26-May 2	Finals week
May 2	Halls close at 8:00 p.m.

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.



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