



The Living Factor

Welcome to The Living Factor! This document is meant to serve as a guidebook which obtains important information regarding the residential experience at University of Saint Joseph. This document is not a substitute for the University of Saint Joseph Code of Conduct, Student Handbook or Housing Contract. This simply summarizes important information you should know along with other details about Residential Life policies and processes. Please reach out to Residential Life if you have any questions regarding the content in this document.

Residential Life Mission Statement

In support of the mission of the University of Saint Joseph, the Office of Residential Life strives to provide a safe campus environment that is integral part of student involvement and personal development. Students will be exposed to an intentional living-learning experiences that will enrich their college life.

Residence Hall Opening and Closing

Move in dates and closing dates are set in advance and are able to be viewed on the [USJ Academic Calendar](#). Move in days and protocols will be communicated far in advance to all resident students. Students moving in or out outside of our scheduled dates will work with Residential Life staff to check in and check out based upon availability, holds, date of application, etc.

Students with financial, student affairs, or health services holds, will be prevented from moving in until the hold is cleared. Students with holds will receive communication from the office in which the hold originated, and from Residential Life.

For a recommended packing list for new residential students, please visit this page – [Recommended Packing List](#)

Move In - August

For the Fall semester, Incoming students move in the Friday before classes begin, and Returning students on the Sunday before classes begin. Pre-Season athletes and Student Leaders may have an alternate move in day and this will be communicated via email. International Students may be eligible to move in at an alternate date depending upon travel plans to come to campus.

For August move in, all students will be assigned a timeslot for their designated move in day. Students may request an alternate timeslot. Timeslots generally run at staggered times from 8 a.m. – 12 p.m. We do not offer alternate move in days since staff must be available to check students in and issue keys/IDs.

Move In – January

For January move in, students will be able to move in any time after the residence halls open and are not issued a timeslot, but will need to check in with a Residential Life staff member to confirm they have returned for the Spring semester. Residence Halls generally open the day before classes start.

Residence Hall Closings

The residence halls close for Thanksgiving break, Winter Break, Spring Break and Summer break (Except the Millennium which is open during break periods). Specific dates and times for closings can be found on the USJ academic calendar on the website. Each USJ student is responsible for checking in and out according to the specified procedures, especially if you vacate prior to the official checkout periods. Keys may not be returned to Public Safety or left behind in a bedroom as a means of checking out.

With the exception of those who are approved to remain on campus, students must vacate the residential areas. Students may request to stay on campus during the break period using the Break Stay Request Form on eRezLife. Students who request to stay in the halls for break periods that are not related to an academic or athletic commitment may be charged a break stay fee and must apply for break stay in advance. Requests are not guaranteed. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action.

Residential Hall Staff

Director of Residential Life

The Director of Residential Life is a full time, master's level professional who oversees the day-to-day operations of Residential Life, directly supervising the Residence Coordinators. They also oversee the housing selection/assignments process, training and hiring of student staff as well as student meal plans and residential card access, housing contract release, and manages Student Conduct and the Community Assistance Team.

Office Location – McAuley B8 (students can enter McAuley from Main Quad Entrance using their ID during business hours)

Phone – 860.231.5620

Residence Coordinators/Area Coordinator

A Residence Coordinator (RC) is a full-time, live-in staff member who serves as a supervisor to Resident Assistants and administrator of the residence hall community. The Area Coordinator (AC) is the direct report to the Director and helps to fulfil other administrative responsibilities within the department in addition to potentially overseeing different residence hall communities. ACs and RCs coordinate programming to provide for the needs of the students in the residence halls, provide crisis management through the on-call rotation, and serve as a conduct officer. RCs and ACs offices are located within the residence halls. There is an RC/AC office in Madonna Lobby, Assumption Lounge, and the Rosary Lounge.

Resident Assistants

Resident Assistants (RA) are student staff members/peer leaders in Residential Life. As student leaders, they are trained to assist students with personal, interpersonal, and academic needs. RAs facilitate programming in the residence halls to provide a sense of community, and to engage resident students in the core values and mission of the university.

Office Assistants

Office Assistants (OA) are part-time hourly undergraduate student employees who work in the department. They help provide office coverage in the McAuley Residential Life office and work events on campus while assisting with other administrative tasks.

Duty Assistants

Duty Assistants (DA) are student staff members for Residential Life. As student employees, they are trained to assist students with guest registration during the evening hours and assist the other on-call staff. DAs work directly with Residential Life and Public Safety for residence hall safety and security.

Duty/On Call

Each night there are two resident assistants and one professional staff member on duty. The purpose of the on duty staff members is to conduct rounds of the residence halls and ensure there are no active facility concerns, students in distress or policy violations. They are present as a resource to students who need assistance, have questions, or want to report a concern or policy violation. Resident Assistants on duty can be found in the McAuley Residential Life office during the hours below;

Sunday – Thursday from 8:00 p.m. – 12:00 a.m.

Friday – Saturday from 8:00 p.m. – 1:00 a.m.

If assistance is needed overnight, Resident Assistants are on duty until 8:00 a.m. the following day and can be reached on the RA on Duty Cell phone which is 860.989.1784 or by knocking on the door of the RA on Duty.

In case of emergency, students may also directly contact Public Safety at 860.231.5222 for assistance or to get in contact with the Residential Life staff on duty.

The Resident Assistants and Professional Staff on duty do not provide coverage to the Millennium. For students living at the Millennium, please refer to the USJ Off-Campus Living Brochure for more information on contact information and resources.

Residential Facilities

Residences halls are equipped with kitchen facilities with microwave ovens, and lounges with various gaming equipment. Washers and dryers are provided in each residence area and there is no cost to operate the machines. Each resident receives a bed frame and extra - long twin mattress, desk and chair, closet and dresser (standalone or built in). For a list of suggested items to bring, information about room/window dimensions, and items not to bring, please visit our page on the USJ website.

For information and details on hours for facilities associated with the Millennium, please visit your Welcome Packet.

Room Condition Reports

Before a student checks in the condition of their room is inspected by Residential Life staff. Upon being checked into the space, a room condition report (RCR) will be assigned to the student. If there is any damage in the room or items missing not indicated on the RCR, the resident should update the electronic RCR to document the damage or missing items within the communicated timeframe sent via email. Failure to update the RCR means that the condition of the room is accepted as being accurate as reported in the RCR. Any damages noted during occupancy or upon moving out of the space that were not noted on the RCR are the responsibility of the student. Damage to the halls, lounges or other common area is the responsibility of the resident. In those cases, when the identities of the parties who caused the damage to the hall, lounges or other common area cannot be determined, the University will charge the residents residing in the area or hall.

Maintenance

Requests for maintenance work orders should be submitted through [eRezLife](#) using the Work Order Report Form. Upon submitting, students will get email notification of the status of their work order after it is submitted to facilities by the Residential Life staff. Residents are required to report damages or maintenance concerns as soon as they are noticed. By submitting a work order, a student is giving permission for a member of the facilities staff to enter the resident room and assess the issue. If a resident would prefer to be present at the time of the repair, that can be entered in the work order along with contact information, but cannot be guaranteed. For urgent maintenance requests that inhibit the safety of the resident or structure of the building, please contact Public Safety or a Residential Life staff member directly so it can be escalated.

At times, other vendors or facilities workers may be walking through the buildings to complete work and/or inspections. Some of these vendors are contracted by USJ but will always check in with Public Safety upon arrival.

Students living at the Millennium should submit a work order request through the Millennium housing portal.

Custodial Services

The University employs staff whose responsibility is to clean public areas of the residence halls, including lounges, hallways, stairwells, common bathrooms, and kitchens. Bathrooms in the traditional halls are cleaned five days a week and bathrooms in suite-style areas are cleaned twice a week during the academic year. However, maintaining cleanliness in the residence halls is the responsibility of residents as well. Please clean up after yourself to help keep the shared facilities as clean as possible.

Trash in the bathrooms and in common areas such as lounges and study rooms, will be removed by the custodial staff. However, trash in personal bedrooms and suite kitchens are the responsibility of the students to dispose of properly. Students should not be taking personal trash and disposing of it in bathroom/lounge receptacles. Trash should also not be left out in hallways or outside of buildings. All personal trash must be disposed of in the dumpsters located on campus. Improper disposal of trash will result in individual and/or community damage billing.

Students living at the Millennium are responsible for the maintenance of their individual spaces and for proper trash disposal as outlined in their Housing Agreement.

Insuring Your Belongings

It is imperative that students safeguard their belongings. We encourage all students to have adequate insurance, either through a homeowner policy or by securing renters insurance. Many homeowner policies allow for a rider for renter's insurance. Please discuss this matter with your insurance agent prior to your arrival at USJ. The University does not reimburse students for lost or damaged items.

Mail Services

The mail room is located in the basement of Mercy Hall. Residential students on the Main Campus may have packages and letters sent to them on campus. The address to send mail to is as follows;

Student Name
1678 Asylum Ave
Hall/Room #
West Hartford, CT 06117

The Mail room is open Monday – Friday from 8:30 a.m. – 4:30 p.m. Students are notified when mail arrives for them and are expected to pick up mail in a timely manner. Students are responsible for checking for any mail prior to the end of the academic year or forwarding any mail that they may have had sent to campus. Mail Services has the right to refuse or return any mail/packages that arrive for a student who has since graduated or moved off campus.

An Amazon Locker is also available for use by anyone in the community next to McGovern Hall. It is called “Amando” if seeking to deliver to this locker on the Amazon website.

The Millennium has its own mailroom for use of students who occupy the building. Please refer to your Welcome Packet for information about your mailing address and mail room hours at the Millennium.

Housing Assignments and Roommates

Room Assignments

Students are not permitted to move rooms, move into/swap rooms with another student or occupy a different room within a suite without the consent and approval of Residential Life. Changing your room assignment without permission may result in referral to student conduct. Those in need of accommodations such as assignment to a particular floor/hall or medical singles, are responsible for requesting these. They are available on a first-approved, first-assigned basis and approval does not guarantee availability.

Incoming Students

New incoming students are manually assigned to a space on campus based upon availability during the Summer term. Unless otherwise specified through the Housing Accommodations Process, assignments are randomly generated and requests for particular rooms or building cannot be met. Incoming Honors or Incoming Transfer students may be assigned to a particular area or residence hall. Information regarding room assignments are sent via USJ email in mid-July. Once assigned, changes are not guaranteed and are only made for extenuating circumstances.

Returning Students

Current residents are able to apply to live on campus for the upcoming academic year in January. To be eligible to participate in the housing selection process, which takes place each year around end of March/early April, students must complete the housing application by the deadline advertised and have cleared any holds on their account before their selection timeslot.

Students will receive communication from residential life prior to the start of the housing selection process regarding available housing options, housing selection timeslots, how to select and notification if your roommate group is not eligible or you have a hold preventing participation in the process. Housing options may be limited and are available first-come, first-served. Residential Life does not guarantee placement in preferred residence halls or roommates. Students who are not eligible to participate in housing selection or who do not apply by the deadline will either be administratively assigned at a later date, or be placed on a waitlist for housing.

Housing Accommodations

Students with housing accommodations approved prior to the selection process taking place will be sent communication from residential life regarding placement and/or availability and may be administratively assigned before the housing selection process begins. A limited number of single rooms are available but only for documented medical need. Students should see the section entitled "[Accessible Housing](#)" for more information. For more information on the Housing Accommodations process, please review the Accessible Housing section.

Priority Points

Students housing selection timeslots are determined based on priority points. Residential students earn priority points based on categories listed below (until March 1) toward housing selection for the next academic year.

Summary of Points

Credits= 1 point for each credit earned by March 1

GPA= cumulative GPA cubed

Residential Life and Student Affairs programs= 1 point each

Conduct= 20 points for no violations (- 5 points for each responsible finding)

Students who enter housing in the spring semester will be given a package of points to account for the fact that they were not living on campus during the fall semester. If they do not have a GPA because it is their first semester at USJ, first-year students will be given a GPA of 2.8, and transfer students will be given a GPA of 3.0. The package of points based on average number of points earned in the fall for Residential Life and Student Affairs programs. Students in this population will be credited with programming and conduct scores they earn prior to March 1.

Roommates

Students may utilize eRezLife to request a particular roommate, however, all requests must be mutually confirmed. Students who are seeking to request a roommate must know their roommates USJ email address. Students are not able to be confirmed roommates with you if they have not completed their housing application by the priority deadline, or are not in the same cohort (incoming student vs. returning student) as yourself. If you are a returning student and have a roommate(s) with a hold at the time that housing selection starts, it will make the entire roommate group ineligible to select housing.

Late roommate requests or requests made after assignments are not guaranteed to be accommodated. At times, athletics may also make requests for pairing of their student athletes. Student preferences will always supersede coach requests. Students who do not get paired with, or request a roommate are able to search for and request a roommate using the [eRezLife portal](#) called RoomeeZ or will be administratively assigned a roommate using eRezLife compatibility algorithm.

Confirmation with a roommate group does not guarantee that you may not have additional roommates (ex. Two confirmed roommates assigned to a triple with a third roommate).

Roommate Conflicts

While we hope all roommates enjoy a positive experience, it is not guaranteed that you will become best friends, nor is that necessarily expected. When roommates don't get along, it can make for a challenging year. The key to getting to know your roommate is communication. How do you work through problems with your roommate? Here are some tips:

- Talk to each other and communicate expectations regarding the living environment.
- Communication should be in person, not via text or social media.
- Consider your roommate's perspective when sharing your feelings.
- Be a good listener.
- Remain constructive.
- When opinions differ, seek an agreeable compromise.
- Advocate for your needs.
- If you need a mediator, contact your RA or RC.

During the first few weeks of the semester, your RA will reach out to schedule a time to meet with you to complete your mandatory roommate agreement. This is a document that helps you and your roommate(s) or suitemate(s) discuss your expectations, boundaries and come to an understanding of how you want to share the space. It is meant to cover topics which can often result in conflict (cleanliness, guests, bedtime, sharing of items etc).

Should a conflict arise, a mediation may be completed or a room change may be requested. Students are not able to request the removal of a roommate. Depending upon occupancy in the residence halls, room changes may not be available as an option and mediations may be required if reporting a conflict with a roommate.

Room Change Procedure

Room changes will be handled by the RC of your building. Room change requests become available after the second week of each semester. Prior to any room changes, students may be asked to meet with their Residence Coordinator to determine the next appropriate steps. In the event that housing is full, students would need to do a room swap with another student instead of the traditional room change process or may be required to complete a mediation if the reason for the move is related to a conflict. The RA/RC can help facilitate this process.

You are responsible to inquire as to the difference in room rates when switching rooms. Room changes are available based upon current occupancy so there may be times where no, or limited options, are available. Students accepting the room change are responsible for the difference in costs. If you are moving to a more expensive room, you will be billed automatically for the higher room rate and must settle any balance with Student Financial Services. [Room change requests](#) can be made via eRezLife.

Upon approval, students have 48 business hours to complete their move and if applicable, return old room keys. Failure to return a key will result in a lock change fees being assessed to your account. If you have a vacancy in your room, the University reserves the right to fill any vacancies that occur in student rooms as needed and failure to have a room ready for a new roommate and/or failure to accept a new roommate could result in disciplinary action.

Students may request to move from the Main Campus to the Millennium, based upon availability. Students at the Millennium may not be able to move to another space within the complex as USJ only has a limited number of units available. Based upon class standing, some students may not be able to move from the Millennium to the Main Campus. Students who elect to move to the Main Campus from the Millennium will be required to pay the Millennium housing costs in their contract and may be required to take the required residential meal plan as well.

Administrative Moves

The University reserves the right to move a resident from one room to another when the University determines, in its sole and absolute discretion, that the move is in the resident's best interest, or those of their fellow students and/or the University. This applies at any point during the year, including after assignment and after move in. Consolidation (moving

of two students with vacancies into a room together to open up spaces for new students) may also be required depending upon occupancy needs.

Housing Cancellation Request

When a resident completes the housing application, they agree to the terms of the housing contract which is for the duration or remainder of the academic year at the time they complete the contract. Please refer to your most recent housing contract for more details about the cancellation guidelines.

A resident may [request cancellation](#) if there is a significant change in circumstances for the student, which will be evaluated on a case-by-case basis through the cancellation request process. Cancellation is not guaranteed and cancellation after completion of a housing application may result in fees being assessed. If a student drop to part-time status, withdraws or transfers, a cancellation will automatically be initiated. Depending upon the timing of the change of status, fees may apply.

Housing contract cancellation forms can be found on [eRezLife](#). Any questions about cancellation can be directed to housing@usj.edu

Students living at the Millennium sign a binding 12 month lease. If a student requests to cancel their housing for any reason, it will not release them from their financial obligations for the full term of the contract.

Meal Plans

All students living on our Main Campus must enroll in a residential meal plan and will automatically be assigned to our Gold All Access Meal Plan upon assignment. Students assigned to the Traditional Halls are all required to carry the Gold All Access Meal Plan. Students in the Suites who wish to change their meal plan must complete the Meal Plan Change Request Form on eRezLife prior to the first day of the semester.

Students at Millennium are not required to carry any meal plan and may enroll in any meal plan using the [meal plan enrollment form](#).

Students in the Traditional Halls who have an academic obligation which takes them away from campus for 5+ meals per week may request a meal plan appeal to switch to our Bronze plan using the Meal Plan Appeal form in eRezLife. Meal plan appeals are not considered for non-academic commitments such as employment or volunteer obligations.

More information on Meal Plan options and pricing can be found on the dining services website and tuition/fees page.

Accessible Housing

Pets, Service and Support Animals

The only pets allowed in the residence halls are fish that can live in two gallons or less of water. Fish must be removed during University breaks. Guests are not permitted to bring pets into the residence halls and/or University buildings.

Individuals accompanied by a service animal on campus but do not need any disability-related accommodations are not required to register with the Office of Accessibility Services, nor is such individual required to submit documentation of disability to receive access to their service animal. However, students who require the use of a service animal in University housing must make contact with the Accessibility Director to discuss required vaccination records as well as expectations relating to the use and care of the animal in housing. Students who require the use of a service animal in on-campus classes are advised to make contact with the Office of Accessibility Services to ensure proper notification to the faculty member is made and an understanding of USJ's Assistance Animal Protocol can take place.

All requests for approval of a support animal must be directed to the Office of Accessibility Services. The office may be reached at: accessibility@usj.edu. Support animals are not permitted in the residence halls until they have been approved by the Office of Accessibility Services and Residential Life has been notified.

Accessible Housing for Individuals with Documented Disabilities

The University of Saint Joseph is committed to providing equal access to its programs, services, and activities, including on-campus housing. Reasonable accommodations are provided in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Fair Housing Act.

The Office of Accessibility Services works closely with Residential Life to ensure students with documented disabilities are able to enjoy accessible on-campus housing. Students are encouraged to submit requests housing accommodations as early as possible each academic year with up-to-date documentation, as accessible housing is based on availability and is not guaranteed.

Housing Accommodation Guidelines:

1. The Accessible Housing Application does not replace the eRezLife Housing Application. All students who are applying for on-campus housing must submit the university's Housing Application on eRezLife by the deadlines set by Residential Life.
2. By completing the Housing Accommodations Request Form, students understand that they are requesting a housing accommodation based on a documented and ongoing disability, which illustrates clear and substantial barriers in the USJ living environment, and for whom a standard housing assignment is not viable.
3. Housing accommodations are determined on a case-by-case basis.
4. Students that submit a request for a documented need for accessible housing will be placed by Residential Life staff based on the accommodation need and available housing options at the time of the request, if applicable.
5. Although there is no deadline for requesting housing accommodations, students are strongly encouraged to submit requests as early as possible each academic year with up-to-date documentation, as accessible housing is dependent on availability and is not guaranteed.

If there are questions regarding the request process and eligibility for an Emotional Support Animal (ESA), students are encouraged to contact the Office of Accessibility Services

Housing Accommodation Process:

1. Complete and Submit the [Housing Accommodations Request Form](#)
2. Submit Appropriate Documentation
 - a. Documentation may be submitted using the following: Documentation of Disability Form for Housing Accommodations or a letter from your Health Care Provider and/or treating professional.

Please note, documentation in the form of a letter should contain the following elements:

- *Typed, dated, signed, on letterhead.*
 - *Formal diagnosis per the DSM V or ICD, if applicable.*
 - *List of symptoms and functional limitations, as well as their frequency and severity.*
 - *A discussion of how the student's functioning is substantially limited in the residence halls due to the diagnosis.*
 - *A rationale as to why each recommended housing accommodation is needed as it relates to the diagnosis.*
- b. The documentation can be submitted using the Accessible Housing Application under 'Documentation of Disability' or sent to Accessibility@usj.edu, faxed or mailed.

The documentation should demonstrate that the diagnosis rises to the level of a disability. In determining disability status, USJ is guided by federal law which defines a person with a disability as one whom:

- *has a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, hearing, learning, reading, speaking, breathing, or working; or*
- *has a record of such an impairment; or*
- *is regarded as having such an impairment.*

3. Accommodation Request is Reviewed:

- a. After submission of the Housing Accommodations Request Form and the appropriate documentation, the student will receive an email regarding the accommodation request.
- b. If documentation is missing or insufficient, the Director of Accessibility Services will email the student regarding the appropriate documentation that is needed.

If there are questions regarding the Housing Accommodations Request Form, students are encouraged to contact the Office of Accessibility Services.

Email: Accessibility@usj.edu

Phone: 860.231.5730

Fax: 860.512.7293

Health and Safety

Members of the Residential Life and Facilities staff inspect all rooms on a regular basis, including during each vacation periods, for health, safety, damage, fire code, and security reasons. Any prohibited items that are found will be confiscated by Residential Life Staff and depending upon the item, may or may not be returned. Confiscated items must be picked up by students, by appointment, prior to returning home. Items that are not picked up by the end of the semester in which they are confiscated may be disposed of. Rules regarding health and safety and the code of conduct apply to all students who live on our Main Campus residence halls as well as at the Millennium.

Prohibited Items

Prohibited items include, but are not limited to the following:

- Air conditioners (unless approved via Accessibility Services)
- All candles, candle warmers, wax burners, incense, oil lamps—even decorative, unburned candles
- Immersion cup heaters, hot pots/plates, toasters, microwave ovens, grills, air fryers or other kitchen appliances (Kitchen appliances are permitted in suite kitchens (not bedrooms) and at the Millennium)
- Sternos/Kerosene lamps
- Extension cords (surge protectors are allowed)
- Fireworks
- Furniture including futons, couches, wardrobes, etc.
- Adhesive decorations—decals, stickers, glow in the dark stars, contact paper, dart board, tape, adhesive light strips, or other items which may damage walls or furniture
- Weapons
- Halogen lamps
- Live holiday greens
- Hoverboards, self-balancing scooters, battery operated scooters, hands free segways
- Space heaters and heated blankets
- Other burning/heating equipment or other potential fire hazards
- No wall hangings, tapestries, flags or fabric are permitted over plugs, lights, ceilings or doorways
- Drug paraphernalia and other smoking paraphernalia (campus is smoke free)
- Electrical sockets may not be overloaded or extension cords daisy chained

Other actions/behaviors/prohibited items:

- Blocked or covered smoke detector/sprinkler/outlet
- Wall coverings that exceed more than 50% of total wall space
- Fabric on walls/ceilings/windows (including tapestries, flags, etc.)
- Oversized or an excessive number of refrigerators. (A bedroom may have two 2.5 cu foot or less OR one 4.0 cu foot refrigerator) Refrigerators cannot exceed 5.0 cu feet

- Unauthorized pets in room or suite (including pets of a resident's guest)
- Power bed raisers
- Items hanging from or covering fire safety equipment (sprinklers, smoke detectors, fire extinguishers etc)

Window Screens

Removing window screens from any window is prohibited. Residents should not remove or open window screens to pass anything through the window in either direction. Windows should not be used as an entrance or exit from the building unless in an emergency.

Safety and Security

For the protection and safety of the University of Saint Joseph community, all safety and security concerns should be reported to the Public Safety and Residential Life as appropriate.

Fire Safety Guidelines

At University of Saint Joseph, the Public Safety Department is entrusted with the responsibility to maintain Fire Safety on all University campuses. Fire drills are scheduled to be conducted every semester in every campus owned/operated by the University of Saint Joseph.

The West Hartford Department provides additional support and training to University of Saint Joseph. Scheduled inspections of campus buildings and residence halls are carried out by the Fire Marshall's office in the respective communities. In addition to their standard duties the West Hartford Fire Department provides fire prevention education for the Residence Life Staff.

Whenever a fire alarm sounds, each resident and the resident guest(s) are to immediately leave the building and go to the nearest meeting place:

- Meeting point for Madonna, Assumption McAuley and Rosary Residence Halls. In the event of a Fire alarm all occupants in these locations will proceed to the quad located directly in front of the buildings.
- Meeting point for North and Genovese Residence Halls. In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly east of the buildings (near Rosary and McAuley Hall).
- Students living at Millennium should follow all directives and instructions given by Millennium staff and/or Hartford Fire or Police regarding fire safety protocols including evacuation, drills and meeting point locations.

For more information on the Fire Safety Guidelines, click [here](#).

Violent Intruder Protocol

It is important to be prepared in the event of a violent intruder on campus that causes us to lockdown parts or all of campus. For more information on the Violent Intruder Protocol, please visit the Public Safety page on MyUSJ.

Room Security and Responsibility

The safety of the residential students begins with the student themselves. There is a great deal that residents can do for themselves to support the efforts of the Department of Public Safety in ensuring a safe living environment.

- Do not leave yourself vulnerable to theft; do not prop your door open when you leave your room or leave doors unlocked when you are not home. Residents are urged to always have doors locked, even if they are home to prevent others from being able to enter.
- Monitor your surroundings and report any suspicious behavior to Public Safety.
- Although it may be a courtesy to hold a door for someone entering the residence hall, please make sure that individuals use their JayCard to swipe into the residence hall, especially people with whom you are unfamiliar.
- Propping of exterior doors or letting individuals into unalarmed doors is prohibited.
- Entering or exiting unauthorized entrances or exits, or permitting others to do so, is prohibited.

Keys/JayCard

Residents must not lend or otherwise permit others to use their keys or JayCard at any time. If you are locked out of your building or room, contact Public Safety. If, after gaining access to your room, you are still unable to locate your keys, file a lost or stolen key report by completing a Lost Key Form in eRezLife. Lost IDs should be reported to Public Safety for replacing. You will be billed \$100 for a replacement key, or \$25 for a replacement JayCard.

Students living at the Millennium are issued a keyfob and door code. Key fobs and door codes should not be shared with others. Students who lose their key fob or forget their door code should inform Millennium staff. Fees for recoding doors or replacing fobs will apply.

Quiet Hours

Resident students and their guests and visitors must abide by the quiet hours that are in effect from 11:30 p.m. to 9:00 a.m. Sunday through Thursday and from 12:30 a.m. to 9 a.m. Friday and Saturday.

Courtesy hours are in effect at all times. Students are to respect the rights of others and must be respectful of the greater community in which they live. During final exams, quiet hours are in effect for 24 hours beginning at 4:30 p.m. on the reading day before final exams.

Students living at the Millennium should refer to their Welcome Packet for details regarding the buildings quiet hours policies.

Policy on Guests and Visitors

To ensure the safety of community members and property, students are required to comply with the following policy pertaining to guests and visitors. The guest policy also applies to students who live at the Millennium.

Guests

A guest is a person visiting a residence hall in which they do not reside and may be considered a resident of another building, a commuter student, or a non-student. A student is considered a host at the time they receive a guest by opening a door, allowing entrance to a residence hall room, or otherwise escorting a guest.

The University reserves the right, at their sole discretion, to restrict guest access to the residence halls. Any changes to the guest policy will be communicated to the impacted residents in writing.

Registration

Roommates must agree on the arrival and terms of a guest prior to visiting. Guests to the residence halls on the Main Campus must sign in with the Duty Assistant located at the main entrance of the building during duty hours. Students can register one overnight guest at a time – and are not permitted to have more than one guest spending the night in their room at the same time. Guests are considered an overnight guest if they are in the building after duty hours. Guests are not permitted during the first week of the semester and during final exams. Overnight guests and visitors must be at least 17 years of age unless they are sponsored by the university. Guests must provide a government issued form of identification at check-in and should carry this with them at all times.

Guests who are not properly registered may be removed from the residence halls. The student hosting a guest who is unregistered could be found in violation of the Guest and Visitor Policy. Non-residential students cannot register a guest or visitor of their own.

Escorting Guests

Students hosting guests must accompany them at all times and are responsible for their behavior as if it was their own. Residents or commuter students visiting a residence hall are responsible for all University policies. Guests that cause a disruption or are in anyway non-compliant with the policy may be banned from specific residence halls, all residence halls, or USJ property entirely.

Limitations

Guests may not spend more than three consecutive nights in the residence halls, and a guest may not spend more than seven nights a month in the residence halls. This applies to both the host and the guest or visitor who is staying. A residential student host may not have multiple visitors or guests in a month if it totals more than three consecutive nights or seven nights in a month. The month is calculated based on the calendar.

Guest Violations

Guests and/or visitors who violate this policy could be subject to bans from the residence halls (visitors) or a ban from any and all USJ property. If a guest inhibits a roommate's ability to sleep, study, and/or occupy their space, that will be considered a violation of this policy, as roommates must agree to the guest. Hosts who are found in violation of the Policy on Guests and Visitors may lose their rights to host guests and visitors on campus in the future.

Cohabitation Policy

Cohabitation in the residence halls is prohibited. Only the residents who are assigned to the space should be spending more than three consecutive nights and/or seven nights per month in residence hall rooms. Guests who are found to be spending more time than permitted (even with multiple hosts) could be banned from specific residence halls and/or all USJ property.

For Residential Life's purposes, cohabitation is defined as a person who is not assigned to a particular residence hall or space using that hall or room as if they lived there. This includes but is not limited to:

- Using the room while the assigned occupants are not there
- Utilizing a key/ID Card that is assigned to another person to access the space
- Keeping clothing and personal belongings in the room
- Sleeping overnight in the space on a regular basis (more than the three consecutive nights or a maximum of seven nights per month)
- Using the bathroom and shower facilities as if they were living in that space.

Guests or visitors who violate this policy could be subject to residence hall bans or bans from all USJ property. Hosts may lose their ability to have overnight visitors and/or lose their ability to live on campus.

Residential Life Programming

Resident Assistants are more than just policy enforcers, in fact; equally as important is the responsibility of programmer and community developer. RAs are also able to further the University's mission and core values through their programming. For this reason, the USJ Core Values are the basis for our educational programming model. Our programming model focuses on the importance of educating residents as well as the vital aspect of building community in our residence halls. This will help residents feel like they are a part of the USJ community, build Blue Jay pride, help them make life-long friendships, and feel welcomed. Each semester around 100 programs are hosted in the residence halls by RAs. Information about programs can be found on Instagram, fliers posted in the residence halls, or by talking to the RA staff.

Residence Hall IT Requests

If a student needs technical assistance including but not limited to Wi-Fi access, or best effort on a personal device, the Office of Information Technology Help Desk is available using the Service Portal at MyIT.usj.edu, phone 860.231.5310, or by visiting their Help Desk.

Code of Conduct

All University of Saint Joseph community members are expected to be aware of, and abide by, the policies set forth in the Student Code of Conduct and Student Handbook. Both of these documents can be found on the University website or in myUSJ.