

II. STUDENT LIFE

RESIDENCE LIFE

The Office of Residence Life provides on-campus housing for full-time students. Living on campus aims to foster the development of personal responsibility in students and to encourage them to become increasingly able to make mature decisions relating to all phases of their lives.

To achieve this, the Office of Residence Life has designed an experience for its residents that will allow them the opportunity to:

- Use interpersonal skills to build relationships with other students.
- Identify and utilize campus resources that assist with their success as students.
- Interact with cultures and identities different than their own.
- Identify and utilize techniques that promote student wellness.
- Create and assess personal and professional goals relevant to their success as students.

If you have questions concerning housing, policies and procedures, room assignments, meal arrangements, housekeeping, programming and residence hall events or judicial proceedings, visit the Office of Residence Life/Student Experiences, Seton Center 131/132, and 513-244-4304.

1. RESIDENCE LIFE STAFF

Listed below is a brief description of the professional and student staff you will work with while living in the residence hall.

The **Director of Residence Life** is a full-time staff member who supervises of the residence hall, hall programming, adjudication of cases involving policy infractions with resident students, supervision and training of the Resident Assistants, and advisement of Residence Hall Council. In addition, the Director of Residence Life acts as a liaison between residents and administrative personnel in matters pertaining to Residence Life, and proposes and implements physical improvements to residence hall facilities. The Director of Residence Life is located in the Office of Student Experiences in Seton 131/132.

A **Resident Assistant (RA)** is a student, paraprofessional staff member who lives in each wing/floor of the residence hall. The RA serves as a resource to residents, promotes on-campus involvement, builds community in the residence hall, coordinates residence hall activities, helps residents understand University policies and procedures and documents policy infractions. The Resident Assistants are considered University officials and student cooperation in response to reasonable requests is expected. RA's serve as community builders within the corridors of Seton Residence Hall, act as reference tools in regards to campus resources, and create engaging programming for the Residence Hall community. Although RA's have specified responsibilities such as nightly duty rounds in the Seton Center, students are reminded that every member of the campus community is responsible for maintaining community standards.

Supporting Staff include the Campus Police Department, Custodians, Buildings and Grounds, Mail Center Staff, and the respective Administrative Assistants for each office. Campus Police Officers provide 24-hour safety and security to the residence hall and campus. All students are expected to produce ID upon the request of any Campus Police Officer or Residence Life staff member. Custodians are assigned to each floor to do general cleaning of public bathrooms, lounges and hallways. Students are expected to help the staff by cleaning up in these areas and disposing of trash in the proper locations.

2. RESIDENCE HALL OPPORTUNITIES FOR INVOLVEMENT

Residents are encouraged to take advantage of opportunities in the residence hall that will aid their development personally, professionally and academically. Below are some of the many opportunities of which residents can take advantage:

Residence Hall Council (RHC) serves as an activities board for the residence hall. The council is responsible for planning, organizing, and supporting hall activities that address the needs and interests of the residential community. For more information, contact the Director of Residence Life or watch for advertisements announcing RHC activities.

The **Lion's Den Game Room** provides students with an opportunity to play games, get together with friends and make connections with new ones. The Lions Den features a pool table, table tennis, foosball and flat screen television. The Lions Den is open 24 hours to both resident and commuter students and is located on the ground floor of Seton. Game equipment can be checked out/in from the Seton Lobby Front Desk.

3. FACILITIES AND SERVICES

Automobiles/Motorcycles. All students are permitted to bring cars and/or motorcycles to campus. However, parking on campus requires the display of a valid permit or decal. You can obtain your free parking decal from the Campus Police Department.

Public Television. The University provides digital-ready television service to students and they can stream their own online services on their devices. If you have trouble with your service, please contact the Office of Residence Life at 513-244-4304 for assistance.

Computers. There are computer labs located on the ground floor of the Seton Center. If there are questions about computing, please contact Information Services and Support (ISS) at 513- 244-4357. The 24-7 Computer lab is an available to resident and commuter students at all times.

Dining Hall/Meal Plan. The Fifth Third Dining Hall serves breakfast, lunch, and dinner Monday through Friday, and continental breakfast, brunch and dinner Saturday and Sunday. All residents are required to have a meal plan. You must present your ID card to enter the dining hall. Please refer to *Section II.F (Food Services)* for details about meal plan and food service options. A food delivery rack is located in the Seton Center Lobby. Students should pick up their food promptly.

Furniture in Lounges and Rooms. Students are responsible for the furniture in their room as documented on the room condition form at move-in. University-issued furniture may not be moved out of a student's room. Lobby furniture is not to be moved into or used in student rooms. Removal of lounge or lobby furniture, or the furniture provided for another residential room, is subject to a minimum \$100 fine per item, per resident.

Bed Lofting. Students are not permitted to loft their bed. Students can request for their bed to be lofted by completing a maintenance request by two weeks prior to move in. Maintenance request can be submitted at the following link:

https://mymount.msj.edu/ICS/Mount_Community/Buildings_and_Grounds/AddView_Maintenance_Requests.jnz

ID Card. See *Section II.E (Campus Police-Student Identification Card)* for more information.

Keys. Upon checking into the residence hall, students receive room keys from the Office of Residence Life. They will return the keys to the Office of Residence Life when moving out of the residence hall. The fee for replacing a lost key and to re-core the door is \$125.00.

Laundry. Washers and dryers are located in the residence hall on West 2, West 3, West 4, West 5, and Southeast 3. There is no additional charge for use of the washers and dryers. Please do not overload the washers and dryers. They are for resident student use ONLY. Violators will be subject to disciplinary action. Please report any malfunction of the units to the Office of Residence Life, 513-244-4304, so repairs can be made quickly.

Lounges/Kitchenettes. Each residence hall floor has at least two lounges for study, group meetings, relaxing, and watching television. Each floor is also equipped with a kitchenette that includes a microwave and sink. It is your responsibility to clean up after use. Failure to do so could result in loss of privilege.

Printers. Printers are available for student use in the Center West Lounges of every floor of Seton Residence Hall.

Student Mail.

Residents should use the following address to receive letters and packages:

Student's Name
Seton Hall Room #
Mount St. Joseph University
5701 Delhi Road
Cincinnati, Ohio 45233-1672

Residents who receive Amazon/TikTok/Shein packages should follow these steps to ensure safe delivery to the mailroom

1. Log into your personal Amazon/etc. account
2. Navigate to your address book
3. Select **“Add a new address” and enter the MSJ address.** This is the ONLY address to be used for deliveries to the campus.

5701 Delhi Rd, Cincinnati, OH 45233

4. Enter all of your information, click the arrow next to **“Delivery Instructions (optional)”**.
5. Select the following:
 - Property type: **Business**
 - When is this address open for deliveries: **Monday – Friday: 8:00 am – 4:00 pm**
 - Saturday – Sunday: click **“closed for deliveries”**
 - Can this address receive deliveries on federal holidays? **No**
 - Where should we leave you your packages at this address? click **“Mailroom – entrance from back dock off Neeb Rd”**

- Select the “**Save instructions**” button to finalize these instructions. Then click “Add address”

For packages delivered by USPS or other carriers, please have them follow these instructions to get to the mailroom if needed:

Take Neeb Road, turn right at the stop sign, and deliver packages to the first dock on their right. From there, they should enter through the doors and proceed to room E14. The mailroom is open weekdays from 8:00 AM to 4:00 PM.

Student mail and package retrieval operate via a smart locker system. These mailbox and package lockers are located in The Lion’s Den game room on the ground floor of the Seton Center. Students will receive both a text message to their phone, and an email to their MSJ email, alerting them that they have received a delivery on campus. The email will contain both a QR code and a password. Proceed to the Lion’s Den and hold your phone, with the QR code facing the console, and the locker containing the item(s) will open. If your phone will not show the QR code (text only phones) you can type in the password given in the text message on the console to open the locker.

NOTE: Any package(s) which are too large for the lockers will be held in the mailroom to be picked up. The mailroom is located on the ground floor of Seton Center, roughly halfway down the hall as you exit the Lion’s Den. You will get an email specifically telling you to come to the mailroom for a large package. The mailroom is open Monday thru Friday 8 a.m. to 4 p.m.

University personnel, other than mail operations employees, are not permitted to open your mailbox and remove mail. The following are held at the Mail Center (located on the ground floor of Seton) until you claim them: oversized items, special delivery, registered, express mail, telegrams, postage-due mail, and any additional packages that require signatures. at the mailroom’s discretion.

Students are notified of deliveries via e-mail and text messages.

USPS (United States Post Office) mail is retrieved every morning (Monday – Friday). An outgoing USPS mailbox is located in the Seton Lobby by the elevator, and at the mailroom. USPS picks up outgoing mail from the university each afternoon (Monday – Friday).

Mail and/or packages left in either the smart lockers, or in the mailroom, longer than 30 days are subject to being returned to sender, discarded, or donated, at the mailroom’s discretion.

Repairs/Maintenance. All needed repairs on residence hall floors and rooms are to be reported directly by student residents to the Department of Buildings and Grounds by filling out a work order using the Web Registration Maintenance Request Form found on myMount (Administrative Services tab>Maintenance Requests)
https://mymount.msj.edu/ICS/Mount_Community/Buildings_and_Grounds/AddView_Maintenance_Requests.jnz

Storage. The Office of Residence Life does not provide storage space for students in the residence hall. Room furniture provided by the University in each room MUST stay in each room. In addition, the Office of Residence Life does not provide storage for luggage, boxes, or other types of moving materials.

Telephone Service. Resident students use personal cell phones. Resident students are expected to provide the Office of Residence Life with an up-to-date cell phone number and to maintain this number throughout the academic year.

4. RESIDENCE HALL POLICIES

A. Residence Hall Community Standards for Residents and Guest.

Living in a residential community usually means some adjustments of individual habits and attitudes. Adjustments are usually achieved through trial and error, with some common sense, and rarely occur over night. The University policies and guidelines along with the residence hall policies and procedures promote a safe, educational community whose goal is a comfortable living environment. As a member of this community, you should expect to:

- study without interference or unreasonable noise/distractions;
- sleep without disturbance from noise and other distractions;
- have your personal belongings respected by others;
- live in a clean environment;
- access your room and residence hall facilities;
- have personal privacy within the limits of your living space;
- host registered guests that adhere to all policies and procedures;
- discuss grievances with a staff member;
- be free from the threat of intimidation, physical and/or emotional harm.

As a member of this community, you have the responsibility to:

- verbally express your views in a constructive manner, if you feel your rights have been violated;
- treat other residents and University staff, including residence hall staff, with respect and consideration;
- read and understand all policies and procedures necessary for the hall and University communities to function;
- attend all floor meetings;
- respond to all reasonable requests of other residents;
- respond to and cooperate with residence hall staff members;
- take responsibility for personal and community security;
- take responsibility for securing and protecting your personal property and the property of the University;
- recognize that public area furnishings are used by the whole community and that the abuse of those areas violates the rights of all community members.

b. Policies Pertaining to All Students and Guests

Alcohol. The decision to drink is a personal one. MSJ residence hall policies foster an atmosphere conducive to individual choice and responsible consumption of alcohol. *However, if you misuse or abuse alcohol, you are held responsible for your behavior.*

In addition to complying with all applicable laws (see Ohio Revised Code Chapter 4301 (2008)):

- Persons under the age of 21 may not purchase, possess, or consume alcoholic beverages on campus or at a University sponsored event off-campus.
- Persons of legal drinking age may not supply alcohol to individuals under the age of 21.
- The misrepresentation of age or falsification of identification cards or use of another person's identification is prohibited.
- The opening or consumption of alcoholic beverages in a motor vehicle is prohibited.
- Possession and consumption of legal beverages in your room is permitted when in accordance with Residence Life policy and consistent with Ohio Revised Code, provided, however, that:
- When one roommate is not of legal drinking age, the roommate of legal drinking age shall not furnish alcohol to the underage roommate. When one roommate is of legal drinking age, the roommate of legal age may store and consume alcohol in said room.
- Individuals under the age of 21 may not be in the presence of alcohol when consumed by a person of legal drinking age in a student room unless they are the resident of that room and the resident's roommate is of legal drinking age.

- No alcohol is permitted at group events in residence hall facilities. Alcohol is not permitted in elevators, stairwells, lounges, lobbies, public hallways, Seton Center public area, or on campus grounds unless designated.
- Quantities of alcohol exceeding the following personal use limits are not allowed in any resident's room. The limits are 1.5 liters of wine or 750ml of spirits, or 12 12oz standard size cans/bottles of beer or malt beverages per legal aged resident assigned to the specific room. Spiked punch, "Jell-O" shots and grain alcohol are not allowed. Drinking games and drinking paraphernalia are not permitted.
- Kegs and large containers used for the purpose of holding alcohol are prohibited.
- Alcohol-related conduct that infringes upon the enjoyment of others of a quiet, orderly living environment is not acceptable.
- Pyramids or displays of empty beverage containers, possession and/or display of drug and/or alcohol-related paraphernalia are prohibited.
- Students are required to provide a valid state driver's license, state ID card, passport, or visa as proof of your eligibility to consume and/or possess alcohol.

(See Drug and Alcohol Policy and Guidelines, Section IV, for more information.)

Appliances. Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use.

- Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV's, gaming devices, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism, mini-fridges, and electric cookers (such as rice cookers or slow cookers) that are fully enclosed, do not allow direct access to the heating element, and operate at or below 600 watts.
 - Residents must always remain present and attentive while using any approved cooking equipment. Unattended cooking poses a significant fire risk and is strictly prohibited.
- Appliances with a heating element must have the element enclosed and the Underwriter's Laboratory approval.
- Space heaters, sunlamps, halogen lamps, octopus plugs, LED strip lighting with adhesive, irons, and non-surge protector extension cords **are not** permitted in residence hall rooms because this constitutes a fire hazard. Exceptions pertaining to extension cords are described in greater detail in this policy under "Fire Regulations."
- Toasters, toaster ovens, microwave ovens, George Foreman grills (or similar versions) air fryers and, popcorn poppers **are not** permitted. A kitchenette, equipped with a microwave, is available on each floor.
- Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter's Laboratory. The refrigerator cannot be self-defrosting.

Authorized Entry. Students have the same rights to privacy as any other citizen and surrender none of these rights by becoming members of the academic community.

These rights of privacy extend to residence hall living. Authorized University personnel have right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.

Candles. Candles, incense, or other open-flame elements are prohibited in residence hall facilities. Lighter are also prohibited.

Drugs. *See Section IV.G.3 for more information.*

Emergency Procedures. *See Section IV.G.7 for more information.*

Entrances. Propping open building entrances, fire doors, or other locked doors is prohibited. Propping open doors decreases safety in the residence hall, and decreases the effectiveness of fire doors in keeping smoke out of fire exits.

Fire Regulations.

Extension Cords. Home-style electrical extension cords and plug expanders (e.g. octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in the Seton Center. Extension cords and plug expanders that fit the description will be confiscated.

Surge Protectors. Where an adequate number of receptacles are not readily available, Underwriter's Laboratory listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in the Seton Center. This is a very important fire safety rule – overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.)

Suspended Items. Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors. Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, or if the detector has been tampered with in any way, the resident(s) will be subject to disciplinary action.

Fire Doors. The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times. *See Section IV.G.7 for more information about campus emergency procedures related to fire.*

Cooking oil. Cooking oil of any kind is not permitted in the residence halls due to fire safety risks. This includes oils used in electric cookers, fryers, or other appliances.

Firearms and Weapons. *See Section IV.G.1 for more information.*

Furniture. You are responsible for the proper care and condition of all furnished items in your room. Carpet placed in rooms must have a "Class A" rating and may not have a foam backing. Students are not allowed to modify University property to accommodate carpets. Double-faced tape, glue, adhesive backing, tape, or nails are not permitted for carpet installation. Residents must remove carpet prior to check out. Students who are assigned to a double room, may occupy and furnish only one half of the room.

Guest and Escort. Residents are responsible for the actions of their guest(s) including guest's adherence to the residence hall and university policies and procedures.

- A "guest" is anyone who does not have a housing assignment from the Office of Residence Life for the current academic term. This includes enrolled students who do not live in the Seton Center and family members.
- Residents may visit other residents without an escort.
- All non-resident guests must be signed in with an ID at the Seton Lobby Front Desk and escorted by and remain with their resident host at all times while in the residence hall.
- MSJ residents are permitted to have overnight guests under the following guidelines:

- Students are responsible for the actions of their guests and must accompany them for the duration of the visit.
- Students are required to sign their guest in with an ID at the Seton Lobby Front Desk.
- Minors are not permitted to stay overnight in the residence halls without approval from Residence Life. A minor is defined as someone under the age of 18.
- The hosting student must have permission from their roommate(s) in order for an overnight guest to be there.
- No overnight guest may sleep in public areas.
- A guest's stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest.
- In halls with gender specific floors, guests should be escorted by their student host to the bathroom based on how the guest best identifies.
- Campus housing is for extended use of currently enrolled students with valid Room and Board Agreements only. Resident students may not allow non-resident students to live in their rooms or sub-let their room. Persons found to be living illegally (without a valid Room and Board Agreement) will be asked to leave and may be subject to disciplinary action and/or trespassing charges. Resident students who allow persons to live illegally in any residence hall room are subject to disciplinary action.
- Residents are responsible for informing guests of security procedures in the event of an emergency.
- Any individual who has been dismissed from the University for academic, disciplinary or financial reasons are not permitted to be a guest in the residence hall or to visit campus. Students are responsible for the contents of their assigned rooms, ALL behavior occurring in their rooms, and the behavior of any guests.
- Failure to comply with these guidelines may result in the guests being removed from University property.
- Visitors are permitted in the Seton Residence areas and must comply with all University policies.
- Lounge spaces on the floors, hallways and laundry facilities in the residence hall have 24-hour visitation.
- The Commuter Lounge Seton Lobby, and computer labs are open 24-hours for all students.
- Any guest may be asked to leave the area, or campus, at any time for any reason deemed necessary by University officials.

Hallway Sports. Activities involving, but not limited to, the use, discharge, or throwing of the following are prohibited in hallways, lounges, bathrooms or student rooms: rollerblades, scooters, skates, golf equipment, hockey equipment, bouncing balls, firecrackers, Frisbees, balls, water hoses, and containers of water. These items are damaging to University property and fire equipment, and can cause serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Office of Residence Life.

The following items are prohibited indoors in the residence hall or other campus buildings: electric Scooters, Hoverboards, Skateboards, Bikes, Etc. Some batteries that power these items can be an extreme fire risk if installed incorrectly or if the wrong replacement battery is installed.

Extinguishing these types of battery fires are extremely difficult and requires a large amount of water. Fire extinguishers are not very successful in extinguishing these types of fires. These types of fires also produce a large amount of Toxic Fumes.

Lock-outs. Resident students are responsible for keeping their room keys with them at all times.

However, if a student is locked out of the residence hall room, the resident must find a Resident Assistant to key them back into their room. If no one is available to perform a lock-out, a student might have to wait. All residents should carry their keys at all times and never leave doors unlocked. Students are permitted two “grace period” lockouts. After two lockouts, there will be a \$10 charge for each time any student is locked-out of their room and requesting to be keyed back into their room.

Noise. Maintaining a supportive academic environment in the residence hall is vital. Please discuss, understand, and abide by the community standards of quietness. Please respect the needs of others 24-hours a day.

- You must be courteous to other residents in regards to noise levels 24-hours a day.
- The use of electronic equipment such as speakers, radios, amplifiers, and musical instruments in a manner that violates a standard of quietness conducive to study, sleep, or that disturbs University offices or classes is prohibited. Such use may result in the equipment being confiscated, among other disciplinary actions.
- Speakers may not be placed facing out of an open window.
- Excessive noise or other behavior that disturbs others within the residence hall or staff in their offices is not permitted, including hallway sports or running in the hallway.

Noxious Odor. *See Section IV.G.1 for more information.*

Personal Property & Insurance. Please protect your valuables. You are responsible for the security of your personal property. The University does not assume responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall property.

- Students are encouraged to obtain insurance through a parent or legal guardian, homeowner’s or renter’s insurance plan or another personal property insurance provider, or to make other insurance arrangements to protect against damage or loss.
- Please lock your door when you are not present in your room and when you go to sleep. Be safe. You may be held accountable for the loss of University property if it is not properly secured.

Pets. Animals with the exception of authorized service and emotional support animals are not permitted in the residence hall. Fish, in containers no larger than 10 gallons, may be kept in the residence hall. The feeding of stray animals in or around the residence hall is strictly prohibited. The Office of Residence Life reserves the right to remove any unauthorized pets and/or other animals and take them to a nearby shelter.

Proper Attire. *See Section IV.J.1 for more information.*

Social Gathering in Residence Hall Rooms. Residents should visit with other residents in hall lounges or outdoor areas. University officials and Office of Residence Life staff reserve the right to disperse a gathering when residents and/or guests are in violation of any University policy, or are causing undue disturbance to the community.

University ID. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus.* For additional safety, residents may be asked to identify themselves, verify residency, and provide proof of age at any time.

- Report unauthorized people in the residence hall to residence life staff immediately or contact Campus Police.
- If you believe a crime is about to be committed, or has been committed, immediately call Campus Police and then report the incident to residence life staff.
- Phone 513-244-4200

Vandalism/Damage. Damaging University property is a serious offense. If you damage your room, hall facilities, hall equipment, signage or hall decorations, you will pay the replacement cost of the item(s) and labor to repair the item(s). If you observe someone damaging the building, its furnishings, equipment, or decorations, and do not notify hall staff, you are considered to be an accomplice and you may share financial and disciplinary sanction. When damage occurs to common areas the University will make every effort to identify the responsible person(s), otherwise, costs associated with damage to common areas (i.e.: lounges, hallways, bathrooms, etc.) will be charged to the residents of the floor and section of the residence hall in which the damage occurred unless the person(s) responsible for the damage is (are) identified.

Vaccination & Immunization Housing Policy. All residents are required to abide by the Universities vaccination Guidelines. All residents are required to provide Vaccination Documentation prior to moving in the residence hall. If seeking exemption from the Immunization Policy please contact the Office of Residence Life. Failure to do so will result in the cancellation of the students Housing Agreement and a loss of housing assignment.

5. For Student Rights and Responsibilities for Disciplinary Proceedings please see section IV.