

SETON RESIDENCE HALL MOVE IN AND OTHER IMPORTANT INFORMATION

(See both sides)

INFORMATION TO KNOW PRIOR TO MOVE IN

FINANCIAL CLEARANCE: Financial clearance **MUST** be finalized prior to move in. If financial clearance is not complete by the time of arrival for move in, students will be asked to visit the Student Administrative Services Office in the Conlan Center immediately. Students are **NOT** permitted to access their assigned rooms until this is complete.

REQUIRED FORMS: Prior to move in, the following forms must be completed and returned to the Office of Residence Life:

- Seton Residence Hall Room and Board Agreement
- Medical History and Physical Immunization Information
- Personal Data Card

MOVE IN TIMES

Resident students who attend the **AUGUST SUMMER ORIENTATION** (8/18 – 8/19) will move into their Fall residence hall room on the **morning of Wednesday, August 18.**

Specific move-in times are based alphabetically by last name and are as follows:

- **Students A – E:** between 9:30am and 10:00am
- **Students F – K:** between 10:00am and 10:30am
- **Students L – P:** between 10:30am and 11:00am
- **Students Q – Z:** between 11:00am and 11:30am

Resident students who attend the **JULY SUMMER ORIENTATIONS** will move into their Fall residence hall room on the **evening of Thursday, August 19.** Specific move-in times are based alphabetically by last name and are as follows:

- **Students A – E:** between 5:30pm and 6:00pm
- **Students F – K:** between 6:00pm and 6:30pm
- **Students L – P:** between 6:30pm and 7:00pm
- **Students Q – Z:** between 7:00pm and 7:30pm

-over for move in directions-

MOVE IN DIRECTIONS

Drive through Seton Center Visitor Lot: You will meet a student staff member by the fountain in front of the Seton Residence Hall. They will provide you with further instructions.

Hands-Free Move In: Students moving in at the times listed above will receive hands-free move in assistance. Student staff members will unload all your belongings and take them to your room. All you have to do is organize your room once your belongings are dropped off!

Early Move In: Students involved in certain activities (e.g., some fall sports) typically move in prior to the August move-in date. Coaches will notify students with additional details, as necessary.

Family Assistance: The Office of Residence Life welcomes and encourages family members to help students with the move in process.

INFORMATION TO KNOW AT MOVE IN

ID/PARKING STICKER: Students must pick up their student ID card and parking sticker by visiting Campus Police on the ground floor of Seton Center. Student ID cards contain your meal plan. Students must keep their IDs on them at all times.

MAIL: The University has a full-service Mail Center which is located in Seton Center Suite E14. Letters and packages mailed to students at the University should be addressed as:
Resident Name, c/o Seton Residence Hall
Mount St. Joseph University, 5701 Delhi Rd., Cincinnati, OH 45233

MAIL BOX: Resident mail boxes are located on the 1st floor of Seton Center by the West elevator. Residents will receive their mailbox number and combination at move in. Students are expected to retrieve their mail on a daily basis.

ROOM CONDITION: Residents must complete a room condition form to document their room's condition at move in. This form is used at check-out to determine any damage. If damage is apparent, students are charged a fee for repair, replacement or cleaning. A Resident Assistant (RA) will provide residents with room condition forms to complete, which must be submitted back to the RA. Failure to return this form may result in a fine and being held responsible for all damages found in the room at check out.

Mount St. Joseph University ("the University") is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This commitment extends to the University's administration of its admission, financial aid, employment, and academic policies, as well as the University's athletic programs and other University-administered programs, services, and activities.

The University has designated the chief compliance and risk officer, 513-244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the director of Learning Center & Disabilities Services, 513-244-4524, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.



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