

# MOUNT ST. JOSEPH UNIVERSITY

## SETON RESIDENCE HALL MOVE IN AND OTHER IMPORTANT INFORMATION

(See all pages)

### INFORMATION TO KNOW PRIOR TO MOVE IN

- 1. \_\_\_\_ 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. †

†If you have questions regarding your bill, financial clearance, or financial aid, please - contact Student Administrative Services at 513-244-4418 or [financial.aid@msj.edu](mailto:financial.aid@msj.edu).

- 2. \_\_\_\_ REQUIRED FORMS:** Prior to move-in, the following forms must be completed and returned to the Office of Residence Life and/or Student Health Services:
  - a. \_\_\_\_ Seton Residence Hall Room and Board Agreement
  - b. \_\_\_\_ Emergency Contact Card (completed at move-in)
  - c. \_\_\_\_ Medical History, Physical Immunization Information, and Online Health Insurance Waiver†

†Please contact Student Health Services if you have questions about these forms contact the Wellness Center at 513-244-4949 or contact Natalie Bechtol at [natalie.bechtol@msj.edu](mailto:natalie.bechtol@msj.edu).

**\*Failure to complete the above will result in the student not being permitted access to their assigned room\***

## MOVE IN TIMES

**Incoming resident students may move into their Spring Semester residence hall room on Saturday, January 8th.** Specific move-in times are based alphabetically by last name and are as follows:

- **Students A –M:** between 10:00am and 11:00am
- **Students N – Z:** between 11:00am and Noon

OR

**Incoming resident students may move into their Spring Semester residence hall room on Sunday, January 9th** Specific move-in times are based alphabetically by last name and are as follows:

- **Students A –M:** between 10:00am and 11:00am
- **Students N – Z:** between 11:00am and Noon



## MOVE IN DIRECTIONS

### Drive through Seton Center Visitor Lot:

1. Follow posted move-in signs to the Seton South Lot
2. Park in the reserved spaces
3. Check-in and pick up your key from the Seton Southeast Entrance (blue star on map)
  - a. Upon checking in you will be given a tag for your dashboard allowing you to park in the reserved lot for 15 minutes
4. Begin unloading your belongings into the blue carts provided
5. Use the Seton Southwest Entrance to access the elevators
6. If you are in a the West Corridor or a Center Corridor please use the West elevator located just inside the Southwest Entrance **OR** if you are in an East Corridor or Southeast Corridor please use the East elevator just down the hall from the Southwest Entrance in front of Market C (directional signs will be posted)
7. Once **unloaded**, please bring your empty carts back to where you picked them up for sanitation
8. Please move your vehicle out of the reserved spaces when your 15 minutes is up so others may use them
  - a. Guests must move their cars to the west lot after unloading or when the 15-minute window has closed if they plan on staying on campus

\*We ask that those assisting with move-in please only assist with unloading only within the 15-minute window so we can keep the number of guests in the residence hall to a minimum to allow for maximum social distancing capability. Guests are welcome to stay on campus in public areas, but must exit the residence hall when unloading is complete or the 15-minute window has closed.\*

**Permission for Early Move In (Athletes):** Students involved in certain activities (e.g., some winter/spring sports) typically move in prior to the January move-in date. Coaches will notify students with additional details, as necessary. We have received specific move-in dates from coaches. Athletes cannot move-in earlier than the date and time provided to them by their coach. Students must request and complete a Winter Housing Contract

**\*Please note that MSJ meal plans do not become active until Sunday, 1/9 for dinner. Student athletes who have been approved for early arrival will have meals provided by their Coaches. Non-athletics early arrivals are responsible for their own meals.\***



**Family Assistance:** The Office of Residence Life welcomes and encourages family members to help students with the move in process, but must limit students to two guests.

## 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 1<sup>st</sup> 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. Packages will be delivered to the Mail Room in the Seton Center on the ground floor. Students will receive notices of package delivery via email.

**ROOM CONDITION DOCUMENTATION:** Each resident 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. Digital room condition forms are available on the MyMount Residence Life and will be accessible on move-in. These forms are due by the end of the first week of classes. Fines may be issued for incomplete forms.

**QUESTIONS REGARDING MOVE-IN?** Please contact the Office of Residence Life at [residence.life@msj.edu](mailto:residence.life@msj.edu) or call us at 513-244-4304

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.

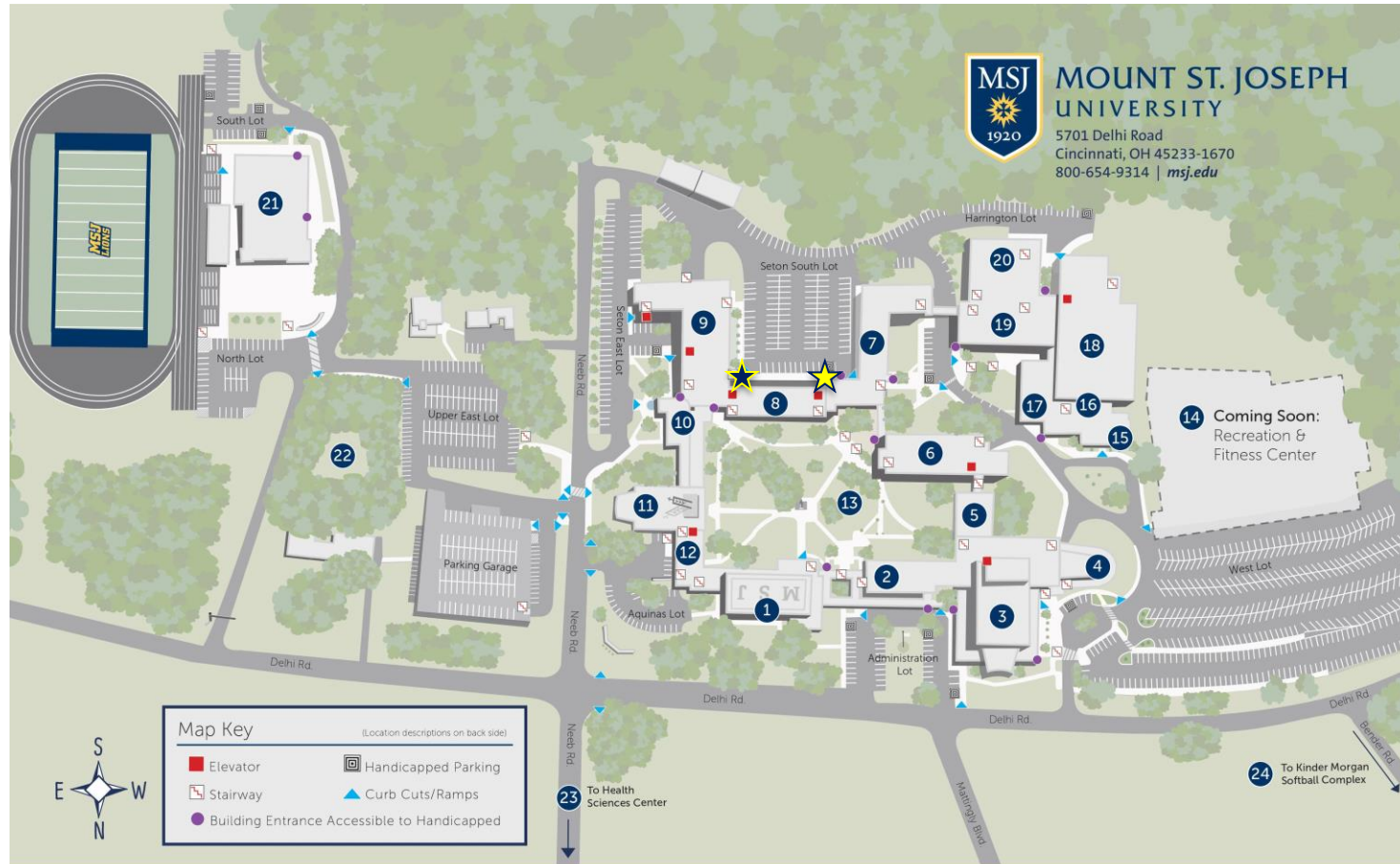
The University has designated the chief compliance and risk officer, 513-244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other 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.



**MOUNT ST. JOSEPH  
UNIVERSITY**

5701 Delhi Road  
Cincinnati, OH 45233-1672  
513-244-4304 | 800-654-9314  
[www.msj.edu/residence-life](http://www.msj.edu/residence-life)

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|--|--|---|------------------------------------|
| 1. Archbishop Alter Library              | 7. Seton Center West                       | 13. Campus Quad                                     | 19. Dorothy Meyer Ziv Art Building |
| 2. Administration Building/Conlan Center | 8. Seton Center                            | 14. <b>Coming Soon:</b> Recreation & Fitness Center | 20. Jean Dowell Athletics Building |
| 3. University Theatre                    | 9. Fifth Third Bank Hall/Seton Center East | 15. Children's Center                               | 21. Sports Complex                 |
| 4. Music Wing                            | 10. Office of Admission/Welcome Center     | 16. Bookstore                                       | 22. Lions Park                     |
| 5. Classroom Building                    | 11. Mater Dei Chapel                       | 17. Harrington Center Food Court                    | 23. Health Sciences Center         |
| 6. Science Building                      | 12. Aquinas Hall                           | 18. Jean Patrice Harrington, SC, Student Center     | 24. Kinder Morgan Softball Complex |





## Directions to the Mount

### From North and Northwest

- I-74 East to I-275 South to Kilby Rd.
- Right on Kilby Rd.
- Left on U.S. 50 West/River Rd.
- Left on Bender Rd.
- Left on Neeb Rd.

### From South

- I-75/71 North to Cincinnati
- Exit on U.S. 50 West/River Rd.
- Right on Fairbanks which becomes Delhi Rd.
- Left on Neeb Rd.

### From North

- I-75 South to Freeman Ave.
- Right on U.S. 50 West/River Rd.
- Right on Fairbanks which becomes Delhi Rd.
- Left on Neeb Rd.

### From East and Northeast

- U.S. 50 towards downtown Cincinnati
- Stay on U.S. 50 West/River Rd.
- Right on Fairbanks which becomes Delhi Rd.
- Left on Neeb Rd.

## Directions from Campus to Kinder Morgan Softball Complex at 5042 River Rd.

(7 minutes from campus)

- Delhi Rd. to Bender Rd.
- Right on Bender Rd.
- Left on U.S. 50 West/River Rd.
- Left at MSJ sign.

## Important Phone Numbers

Admission/Welcoming Center	244-4531
Athletics	244-4311
Bookstore	244-4416
Campus Police	244-4226
Financial Aid	244-4418
Harrington Student Center	244-4900
Learning Center	244-4202
Library	244-4307
Residence Life	244-4304
Registrar	244-4621
Seton Center Front Desk	244-4200
Student Affairs	244-4239
Wellness Center	244-4949

Please contact the Learning Center for accessibility questions or concerns.

## Major Campus Locations

### 1. Archbishop Alter Library

- Circulation/Help Desk
- Information Services & Support (ISS)
- Starbucks "We Proudly Serve"

### 2. Administration Building

- Administrative Offices
- Conlan Center
  - Academic Exploration Program
  - Academic Advising Resource Center
  - Financial Aid
  - Registrar
- Institutional Advancement
  - Alumni Relations Offices
  - Development Offices
- University Communications Offices

### 3. University Theatre

### 4. Music Wing

- Music Department
- Recital Hall

### 5. Classroom Building

- Fiscal Operations
- School of Arts and Humanities Offices
- School of Behavioral and Natural Sciences Offices
- School of Education Offices

### 6. Science Building

- Project EXCEL
- School of Behavioral and Natural Sciences Offices
- School of Business Offices

### 7. Seton Center West

- Health Sciences Classrooms
- School of Health Sciences Offices (Athletic Training, Nursing, Physician Assistant, and Physical Therapy)
- Seton Residence Hall (West, Southwest)

### 8. Seton Center

- Campus Events and Facilities Offices
- Campus Police
- Career and Experiential Education Center
- Computer Labs
- Diversity and Inclusion Offices
- Human Resources Offices
- Learning Center & Disability Services
- Lions Den Game Room
- Seton Residence Hall (Center)
- Student Affairs Offices

### 9. Fifth Third Bank Hall/Seton Center East

- Buildings & Grounds
- Dining Services
- Interfaith Chapel
- Mail and Print Services (MAPS)
- Seton Residence Hall (East, Southeast)

### 10. Office of Admission/Welcome Center

### 11. Mater Dei Chapel

### 12. Aquinas Hall

- Health Sciences Labs
- PA Skills Lab

### 13. Campus Quad

### 14. Coming Soon: Recreation & Fitness Center

- Expected completion: Fall 2020

### 15. Children's Center

### 16. Bookstore

### 17. Harrington Center Food Court

### 18. Jean Patrice Harrington, SC, Student Center

- Athletic Training Facilities
- Fitness Center
- Gymnasium
- Mission Integration and Campus Ministry Offices
- Patio
- Racquetball Courts
- Running Track
- Student Engagement and Leadership Offices
- Student Organization Center (SOC)
- Weight Room
- Wellness Center Counseling/Health Services

### 19. Dorothy Meyer Ziv Art Building

- Art & Design Offices
- Studio San Giuseppe

### 20. Jean Dowell Athletics Building

- Athletics and Recreation Offices
- Practice Gymnasium

### 21. Sports Complex

- Athletics Department
- Midland Plaza
- Schueler Field & Track

### 22. Lions Park

### 23. Health Sciences Center on Neeb Road

- Off-campus classrooms and lab (limited access)

### 24. Kinder Morgan Softball Complex (Practice Fields)

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The University has designated the chief diversity and inclusion officer: (513) 244-4467, Office of Diversity and Inclusion, 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.

10-WO-001044/19/A.500

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