

Overnight Visit Checklist

All individuals coordinating overnight visits must follow the procedure below:

_____ Complete the overnight forms and inform the Office of Admission and the Office of Residence Life of the following:

- Name of perspective student
- Name and room number of Host
- Date and time of arrival
- Date and time of departure

_____ Paperwork must be submitted no later than **24 hours in advance** of the visit. **Weekend visits must have paperwork completed no later than the Thursday before the visit.** Paperwork must be received during office hours.

_____ Sign, scan, and email a copy of the *Emergency Information Form* and *Student Host Agreement Form* to:

- a) Office of Admission (*admission@msj.edu*)
- b) Office of Residence Life (*residence.life@msj.edu*)
- c) Information Desk (*norb.koopman@msj.edu*)
- d) Student Host (Student Host must sign in guest at Seton Information Desk as well)

_____ Fill out meal ticket with the Office of Admissions if student is going to be eating on campus. Any host with a meal plan should not be included in the meal ticket.

Guests will not be permitted to stay in the Residence Hall if paperwork is not sent to the offices listed below in advance.

Prospective Student Emergency Information Form

We are looking forward to your visit to Mount St. Joseph University on _____ (DAY, DATE). This completed form must be returned to the University and filed with the Office of Residence Life and the Office of Admission at least 24 hours in advance of your visit during the work day, Monday-Thursday. If your visit will occur over the weekend or on a Monday, please file this form no later than the Thursday preceding your visit so that we can notify the necessary support services involved.

This information is important as it will allow us to distribute the information to appropriate campus contacts in preparation for your visit to the campus.

Key phone numbers:	Toll free • 800-654-9314	
Office of Admission	513-244-4531	8:30 a.m. to 4:30 p.m. Monday-Friday
Office of Residence Life	513-244-4304	8:00 a.m. to 4:30 p.m. Monday-Friday
Office of Public Safety	513-244-4226	24 hours a day
University Switchboard	513-244-4200	24 hours a day

Please Print

Student Name _____

Address _____

Phone # _____ Date of Birth _____

Parent/Guardian Name _____ Phone # (cell) _____

Phone # (work) _____

Second Parent/Guardian Name _____ Phone # (cell) _____

Phone # (work) _____

Any medical conditions/allergies that we should be aware of: _____

List all special dietary needs: _____

Team (if applicable): _____

We hope you enjoy your stay at Mount St. Joseph University. You are responsible for your own actions while you are here. Please note that the University is a smoke-free campus. Mount St. Joseph University fully complies and enforces all federal, state, and local laws, including regulations regarding the sale, possession and consumption of alcoholic beverages, drugs and/or controlled substances.

I agree to follow all University policies and regulations. In addition, I agree not to violate University policies or engage in potentially dangerous behavior or illegal activity. I understand that regardless of my age, my parents/guardian will be contacted for violations of University policy; I also understand that violations of University policy as a visitor can result in loss of eligibility for admission.

Student's name (*Please print*) _____

Student's signature _____ Date signed _____

Parent/Guardian's signature (*if student is under 18*) _____

Date of visit _____ Date signed _____

Reminder: Copies of this form must go to the Office of Residence Life, Office of Admission, the Information Desk (Located in Seton Center) and Student Host during office hours.

Office of Admission: 513-244-4531
Office of Residence Life: 513-244-4304
Campus Police: 513-244-4226



3/25/2022

Student Host Agreement Form

Thank you for being willing to host _____
Printed Name

On _____
Day/Date(s)

As a student host, you are representing both your athletic team as well as Mount St. Joseph University. Student hosts will do everything possible to promote our community life and showcase on-campus programs and events in a positive fashion. To provide your guest with a quality experience on campus, you are expected to do the following:

- Familiarize your guest with the location of your floor's Resident Assistant and explain the role the RA plays in the community.
- Know your nearest stairwell and emergency exit at all times.
- Determine the programs and events being offered during your guest's visit and use them as opportunities to entertain your guest. Program opportunities can be found on the bulletin boards on your floor and in the Seton Lobby as well as on the calendar on MyMount.
- Stay on campus during your mutually agreed bedtime. Hosts are not to bring guests outside the residence hall for overnight stays.
- Read and understand all University policies. You will be responsible for any conduct violations of your guest and yourself.
 - Instances of providing alcohol to a minor or consuming alcohol in the presence of a minor can result in judicial sanctions in addition to suspended involvement with your affiliated sports teams, clubs or organizations.

Attached you will find a copy of the *Emergency Information Form* which the student has completed. In case of an emergency:

- *Fire:* Immediately leave the building through the nearest exit.
Tornado/Severe Weather: Please move to the ground floor of Seton.
- During business hours (8:30 a.m. to 4:30 p.m., Monday-Friday), call the Admission Office at 513-244-4531.
- After business hours, call Campus Police at 513-244-4226.

Host Room Number _____ Team (If applicable) _____

I, _____ agree to serve as a host for the above named prospective student. I understand that I will be held accountable for my behavior as host and the behavior of my guest.

Copies of this form must go to the Office of Residence Life, Office of Admission, the Information Desk (Located in Seton Center) and Student Host during office hours.