



UNIVERSITY OF SAINT JOSEPH | **USJ**

Living Factor



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.

Opening and Closing

The residence halls open one day before classes and close at 8 p.m. following the last scheduled final exam. At the end of the spring semester, all students are expected to move out 24 hours after their last exam or by 8 p.m. on Friday before commencement. Students may not leave their belongings in their room or any other area of the residence hall during summer break. 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.

Residence Hall Closings

The residence halls close for Thanksgiving break, semester breaks, and Spring break. With the exception of those who are approved to remain on campus, students must vacate the residential areas. Students who request to stay in the halls for break periods that are not related to an academic or athletic commitment will be charged a break stay fee. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action.

Exceptions to scheduled arrival or departure times are only made as required by curricular or co-curricular situations and must be cleared by the Assistant Director of Residential Life. Students who are requesting a break extension must submit all requests to the Office of Residential Life by the deadline set at each break. This information is communicated via email. Requests are not guaranteed.

Residential Hall Staff

Assistant Director of Student Affairs – Residential Life

The Assistant Director of Student Affairs – Residential Life (AD) is a full time, master's level professional who oversees the day-to-day operations of Residential Life, directly supervising the Area Coordinator. The AD oversees housing assignments, meal plans, housing contract release, and serves as a conduct officer.

Residence Coordinators /Assistant Residence Coordinators

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. An Assistant Residence Coordinator (ARC) is a part-time, live-in staff member who serves as a supervisor to Resident Assistants and administrator of the residence hall community. The role of an RC/ARC is to support the Assistant Director of Student Affairs—Residential Life to develop and train student staff members, coordinate programming to provide for the needs of the students in the residence halls, provide crisis management, and serve as a conduct officer.

Resident Assistants

Resident Assistants (RA) are student staff members for 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.

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.

Residential Facilities

Residence halls are equipped with kitchen facilities with microwave ovens, and lounges with Ping Pong or foosball tables. Washers and dryers are provided in each residence area and are operated by coin, Jay Card, or credit/debit card. Each resident receives a bed frame and extra - long twin mattress, desk and chair, closet and dresser. To make yourself comfortable, you should bring extra-long twin sheets, pillow, towels, blankets, a lamp, lightbulbs and if desired, rugs.

Room Condition Reports

When a resident checks into a space, a room condition report (RCR) will be assigned to them. 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. The resident accepts the responsibility for damages and items missing at the end of the semester (or expiration of the contract) which are not listed on the RCR. 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](#). 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.

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.

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 during the fall and spring semesters. Bathrooms in suite-style areas are cleaned twice a week during the fall and spring semesters. Schedules are posted in the residence halls to notify students of the cleaning schedule. However, maintaining cleanliness in the residence halls is the responsibility of residents as well as custodial staff. To make the job easier, please wrap all trash in bags before you throw it away in the large receptacles in the public areas. This is especially necessary with food. While custodial staff clean the bathrooms, they have only a limited amount of time to do so. Please clean up after yourself so they will have more time to devote to the major work of cleaning the facilities.

Living with a Roommate

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 RD.

After you begin to get to know each other, you may be able to prevent problems by making a roommate agreement about room expectations. All first year students will be asked to conduct [their roommate agreement](#) with their RA staff in the first two weeks of the semester. Many residents have great success with informal conversations, while others like to write an actual roommate agreement. Your resident assistant is available to help you negotiate a roommate agreement.

Room Assignments and Room Change

Any conflict you may have with a roommate can usually be resolved through open, honest communication and the help of your resident assistant (RA)/residence coordinator (RC). If this is not possible, room changes generally begin after the second week of each academic semester or as soon as our fall and spring occupancy have been confirmed. If you change rooms without written approval from the Office of Residence Life, you risk disciplinary action. It is imperative that the Office of Residence Life be aware of your room assignment at all times. You are responsible to inquire as to the difference in room rates when switching rooms. 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.

Roommates

Once a resident has completed their housing application, they are able to search for and request a roommate using the [eRezLife portal](#) called RoomeeZ. Students who are seeking to request a roommate must know their roommates USJ email address. All requests must be mutual to be granted. Students who are searching for a roommate can turn on their profile using RoomeeZ to find a match. Students who do not request their own roommate will be manually assigned using the information provided by both students in their housing application to find the best match. Questions about roommates can be directed to housing@usj.edu.

Room Selection

Returning students are invited to participate in Room Selection during the spring semester through a [priority point](#) process. Information regarding the room selection process will be distributed to students in the fall and again in the spring semester. Students who do not have a roommate at the time of room selection will be administratively assigned using the information provided by both students in their housing application, as a roommate is required to participate in room selection. 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.

Room Change Procedure

Room changes will be handled by the RC of your building or the office of Residential Life (McAuley Hall) after the second week of each semester. Students are encouraged to speak to their roommates first regarding minor conflicts. Prior to any room changes, students may be asked to meet with their Resident Assistant and Residential Coordinator to determine the next appropriate steps. 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.

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. The RA/RC can help facilitate this process.

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.

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. 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.

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

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.

Contact Information:

Email: Accessibility@usj.edu

Mail: 1678 Asylum Avenue, West Hartford, CT 06117

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.

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.
- 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.

Other actions/behaviors/prohibited items:

- Blocked 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)
- Electric heaters/electric blankets
- Power bed raisers

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:

- a. 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.
- b. 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).

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, click [here](#).

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. In addition, it is imperative that you monitor your surroundings and report any suspicious behavior to Public Safety. Finally, 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.

Keys/JayCard

Residents must not lend or otherwise permit others to use their keys or JayCard at any time. If you misplace your keys, contact Public Safety to gain access to your room. If, after gaining access to your room, you are still unable to locate your keys, file a lost or stolen key report by contacting Residential Life. You will be billed \$100 for a replacement key, or \$25 for a replacement JayCard.

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.

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.

Guest

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. Guests must carry photo ID (USJ ID or government issued ID) at all times. They must also always be escorted by their host while in the halls. 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. Duty Assistants will monitor building entrances on Thursday-Saturday nights during duty hours. Guests 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 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 is not permitted. Please see the Cohabitation Policy below for more information.

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. Please see the Guest and Visitor Policy for more information.

Noise Policy

It is the policy of USJ to provide a reasonably quiet environment not only for its student body, faculty and staff but for the surrounding neighborhood as well. In an effort to maintain this policy, the University's Department of Public Safety and Office of Residential Life as a standard practice will monitor noise levels, which may be excessive or offensive to the USJ community or to our neighbors. It is the responsibility of Public Safety and the Residential Life staff member on duty to maintain and enforce this policy on an ongoing basis.

For more information about the residence hall quiet hours and courtesy hours, see the [quiet hours' policy](#).

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.

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)

New Spring Residential Students

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.

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 the Library.