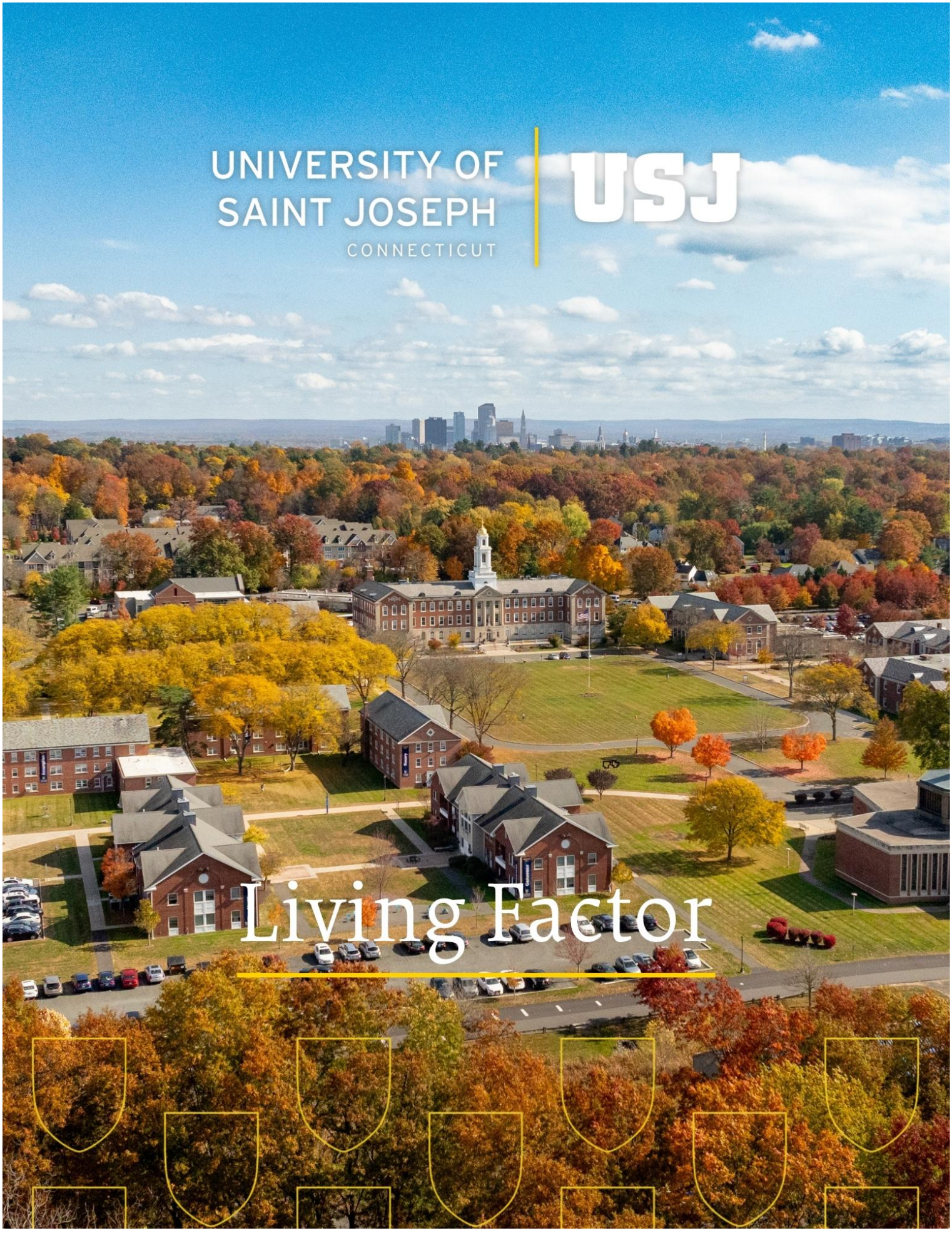
UNIVERSITY OF
SAINT JOSEPH
CONNECTICUT
USJ
Living Factor

Welcome to The Living Factor! This document is meant to serve as a guidebook which obtains important information regarding the residential experience at University of Saint Joseph. This document is not a substitute for the University of Saint Joseph Code of Conduct, Student Handbook or Housing Contract. This simply summarizes important information you should know along with other details about Residential Life policies and processes. This document applies to students living on the Main Campus as well as in University Sponsored Off Campus Housing (Johnson House and Village Townhouses). Please reach out to Residential Life if you have any questions regarding the content in this document.

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.

Residence Hall Opening and Move In

Move in dates and closing dates are set in advance and are able to be viewed on the Move In Page on the Residential Life website or the USJ Academic Calendar. Move in days and protocols will be communicated in advance to all resident students. Students moving in or out outside of our scheduled dates will work with Residential Life staff to check in and check out based upon availability, holds, date of application, etc.

Students with financial services, student and campus life, or health services holds, will be prevented from moving in until the hold is cleared. Students will holds will receive communication from the office in which the hold originated, and from Residential Life.

For a recommended packing list for new residential students, a well as general information on our Move In Processes, please visit this page – Residential Life Move In Information Page

Move In – Fall semester

For the Fall semester, Incoming students move in August on the Friday before classes begin and Returning students on the Sunday before classes begin. Pre-Season athletes, Student Leaders, and University Sponsored Housing residents will have an alternate move in day. Specific move in dates and applicable move in procedures will be communicated via email. International Students may be eligible to move in at an alternate date depending upon travel plans to come to campus.

Move in occurs on specific days and time frames. We are not able to accommodate move in days/times outside of these windows since staff must be available to check students in and issue keys/IDs.

Move In – January

For January move in, students will be able to move in any time after the residence halls open and are not issued a timeslot but will need to check in with a Residential Life staff member to confirm they have returned for the Spring semester. University Sponsored Housing residents are not required to vacate over the winter break period and check back in for Spring. If a student intends not to return to housing for the Spring semester, they are responsible for sharing this with Residential Life and going through appropriate cancelation processes. Main Campus Residence Halls generally open the day before classes start. Detailed information is sent to students USJ emails in December.

Residence Hall Closings

The residence halls close for Thanksgiving break, Winter Break and Spring Break (Except University Sponsored Housing which is open during break periods). All residential areas close for summer break and students wishing to stay will need to complete a separate application and pay summer housing fees.

Specific dates and times for closings can be found on the USJ Academic Calendar on the website. 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. Keys may not be returned to Public Safety or left behind in a bedroom as a means of checking out.

Except for those who are approved to remain on campus, students must vacate the residential areas by the advertised break closing date/time.

Break Stay Requests

Students may request to stay on campus for Spring Break and November Break using the Break Stay Request Form on eRezLife. Students seeking to stay on campus for the Summer Break or Winter Break must complete a separate housing application. Students seeking to stay on campus during break periods must be in good academic, conduct, and financial standing with the University and students who have holds will not be permitted to stay on campus during break periods. Residents approved to live on campus for a break must meet the requirements for the subsequent semester

Students who request to stay in the halls for break periods that are not related to an academic or athletic commitment may be charged a break stay fee and must apply for break stay in advance. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action.

More information about break stay and closing procedures can be found on our website here - Residential Life Move Out Information Page

Residential Hall Staff

Director of Residential Life

The Director of Residential Life is a full time, master's level professional who oversees overall operations of Residential Life, such as move in processes, budgets, and housing assignments, and directly supervises the full-time Residential Life staff. They also oversee Student Conduct and the Community Assistance Team.

> Office Location – McAuley B8 (students can enter McAuley from Main Quad Entrance using their ID during business hours)
> Phone – 860.231.5620

Assistant Director of Residential Life

The Assistant Director of Residential Life is a full time, master's level professional who oversees day-to-day operations of Residential Life such as break closings, room changes, cancelations, Resident Assistant and Student Employee training and hiring. They also serve as the Conduct Case Manager and supervise student employees.

Area Coordinator

The Area Coordinator (AC) is a full-time staff member who lives in University housing and serves as a supervisor to Resident Assistants and administrator of the residence hall community. They oversee departmental and residence hall programming, facilities concerns and are a point of contact for students to discuss problems and concerns. ACs offices are located within the residence halls.

Resident Assistants

Resident Assistants (RA) are student staff members/peer leaders in 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.

Office Assistants

Office Assistants (OA) are part-time hourly undergraduate student employees who work in the department. They help provide office coverage in the McAuley Residential Life office and Student and Campus Life Office. They assist with events on campus, answer phones, and assist with other administrative tasks.

Duty Assistants

Duty Assistants (DA) are student staff members for Residential Life. 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.

Duty/On Call

Each night there are two resident assistants on duty on our main campus and one professional staff member on duty for the entire campus. The purpose of the on-duty staff members is to conduct rounds of the main campus residence halls and ensure there are no active facility concerns, students in distress or policy violations. They are present as a resource to students who need assistance, have questions, or want to report a concern or policy violation.
Resident Assistants on duty can be found in the McAuley Residential Life office during the hours below;

Sunday – Thursday from 8:00 p.m. – 12:00 a.m.
Friday – Saturday from 8:00 p.m. – 1:00 a.m.

If assistance is needed overnight, Resident Assistants are on duty until 8:00 a.m. the following day and can be reached on the RA on Duty Cell phone which is 860.989.1784 or by knocking on the door of the RA on Duty. In case of emergency, students may also directly contact Public Safety at 860.231.5222 for assistance or to get in contact with the Residential Life staff on duty.

Students living at University Sponsored Housing are not part of the duty round rotation for Main Campus. Resident Assistants at the University Sponsored Housing property will have a duty phone that can be reached during standard duty hours at 959.995.0162 to help answer questions or address and report concerns during the hours below;

Sunday – Thursday from 8:00 p.m. – 12:00 a.m.
Friday – Saturday from 8:00 p.m. – 1:00 a.m.

Residents at the University Sponsored Housing properties should contact Hartford Police/Fire/EMS at 911 in case of emergency, or Public Safety at 860.231.5222 for non-urgent assistance.

Residential Facilities

Main Campus refers to the six residence halls on our main campus in West Hartford – Assumption, Madonna, McAuley, Rosary and North and Genovese Suites. University Sponsored Housing refers to our off campus leased properties available to students which include the Village Townhouses, and Johnson House.

Each resident living in a Main Campus residence hall room receives a bed frame and extra - long twin mattress, desk and chair, closet and dresser (standalone or built in). Occupants in the suites share a common area which comes with a coffee table, couch and loveseat as well as 3 high top chairs for the kitchen area.

Residents living in University Sponsored Off Campus Housing also receive a bed and dresser. The Village Townhouse rooms also come equipped with a desk and chair and soft seating in the living area. The Johnson House comes with twin XL size beds for double and quad occupancy spaces and full-size beds for single occupancy spaces and a dresser for storage. Each unit comes with a dining table to accommodate 2-4 and if size permits, a sofa.

For a list of suggested items to bring, information about room/window dimensions, and items not to bring, please check

out our Room Essentials Packing List.

Students and guests are expected to treat all residential facilities with respect and abide by all published guidelines for use of those facilities, which may be outlined in the Living Factor, Code of Conduct, or other documentation. Students living in University Sponsored Housing are expected to abide by the same code of conduct as a student on our Main Campus and is still considered a USJ residential student.

Campus and Residence Hall Amenities

The main campus at USJ offers many amenities for all community members to enjoy, such as the hammocks behind McAuley Hall, seasonal patio furniture at McGovern patio and outside of the Suites. Students and their guests or visitors are expected to treat all campus property with respect and leave them in a clean and useable condition.

The traditional residence halls on the main campus all have study areas, lounges and kitchens for shared use. Students are expected to clean up after themselves and be respectful of other students items that may be stored in kitchen areas and fridges/freezers. Residential Life supplies some basic cooking items like pots and pans. Misuse of these items may result in them being removed or disposed of if left unclean. Students are asked to please not leave food out unattended or dishes in the sink unwashed to prevent pests and odors.

At the University Sponsored Off-Campus Housing Property, there is a courtyard area with seating, a Community Building (#11) in the Townhouses which has a TV and kitchen/lounge area for resident use as well as a gazebo behind Johnson House. Students and their guests or visitors are expected to treat all property with respect and leave them in a clean and useable condition.

The fire pit on the main campus may only be used with permission from Public Safety to ensure environmental conditions are safe for setting a fire. Please reach out to Public Safety to obtain the forms needed to request use of the fire pits.

The fire pit on the University Sponsored Housing property do not require Public Safety permission to be utilized, however, students are encouraged to check weather conditions prior to lighting a fire and ensure to follow general fire safety guidelines to ensure safe use, such as having a source of water nearby, never leaving a fire unattended, or lighting a fire under the influence of substances.

Laundry

The Main Campus residence halls each have one or more laundry rooms. The Main Campus utilizes Automatic Laundry for our laundry vendor. All laundry on the main campus is free of charge to students and payment is not required to run the machines.

If there is a work order needed for a broken machine, you can notify the company either by calling them on their hotline - 617-969-4340 or 617-969-4340 for emergency maintenance, by emailing them at service@automaticlaundry.com Submitting a service request online at https://automaticlaundry.com/report-service/ or by submitting a service request through the Automatic Laundry app. USJ Facilities cannot repair the laundry machines but can be contacted if a broken machine has caused a water leak or flood.

Students at University Sponsored Off Campus Housing have laundry machines in the basement of the Johnson House and in Community Building #11 at the Townhouses for use. These machines are managed by a different company and require payment for use. Please review signage in laundry rooms for instructions to report work orders.

Please be mindful when using the laundry machines. Please set times to ensure you are removing your laundry close to the end of your laundry cycle so that another student can utilize the machine when you are done. Please do not touch other students laundry or remove it from a machine.

Parking

Parking is managed by Public Safety for our Main Campus. All residential students that park a vehicle on campus are required to have their car registered with Public Safety and purchase a parking permit.

Students who live at University Sponsored Off Campus Housing properties must also register their vehicle with Public Safety and obtain a parking permit, but should indicate on their application that they are a University Sponsored Off Campus Housing resident as their on campus parking fee is waived.

For questions about parking permits, parking fees, parking maps etc, please contact Public Safety or visit the Parking Website

Students living at University Sponsored Off Campus Housing can park on site and will be issued a sticker that they must have visible in their vehicle. Students may not share their parking decal with non-residents. Residents may not park on the grass and can only park in designated spots.

Room Condition Reports

Before a student checks in the condition of their room is inspected by Residential Life staff. Upon being checked into the space, a room condition report (RCR) will be assigned to the student. 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 within the communicated timeframe sent via email. Failure to update the RCR means that the condition of the room is accepted as being accurate as reported in the RCR.

Any damages noted during occupancy or upon moving out of the space that were not noted on the RCR are the responsibility of the student. 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. During occupancy, no alterations, repairs, or modifications will be made to the permanent structure and fixtures of the room
Please refer to the most recent Housing Contract for more information about Damage Billing

Maintenance Requests/Work Orders

Students living on our main campus can submit maintenance requests or work orders through eRezLife using the Work Order Report Form. This request will be sent directly to facilities for review. Students can submit a ticket for their personal room, suite, or other common areas. It may take facilities up to 5 business days to address a submitted work order. Facilities does not complete work orders on weekends or evenings unless it is an emergency.

Students living in University Sponsored housing should refer to their email for instructions on how to place a work order for the property, as USJ facilities does not have responsibility for this site.

Emergent work order concerns, such as leaks, flooding, malfunctioning doors/locks, power outages etc should be called into Public Safety at 860.231.5222.

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. For urgent maintenance requests that inhibit the safety of the resident or structure of the building, please contact Public Safety or a Residential Life staff member directly so it can be escalated.

At times, other vendors or facilities workers may be walking through the buildings or property to complete work and/or

inspections. At our Main Campus, vendors are required to check in at Public Safety upon arrival. Vendors or facilities staff at the University Sponsored Housing properties are not required to check in with Public Safety in advance of their arrival.

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 in our Main Campus Residence Halls. Bathrooms in the traditional halls are cleaned five days a week and bathrooms in suite-style areas are cleaned twice a week during the academic year. However, maintaining cleanliness in the residence halls is the responsibility of residents as well. Please clean up after yourself to help keep the shared facilities as clean as possible.

Trash in the bathrooms and in common areas such as lounges and study rooms, will be removed by the custodial staff. However, trash in personal bedrooms and suite kitchens are the responsibility of the students to dispose of properly. Students should not be taking personal trash and disposing of it in bathroom/lounge receptacles. Trash should also not be left out in hallways or outside of buildings. All personal trash must be disposed of in the dumpsters located on campus. Improper disposal of trash will result in individual and/or community damage billing.

Students living in University Sponsored Housing are responsible for the maintenance of their individual spaces and for proper trash disposal using the dumpsters located on the property.

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 or provide recommendations for insurance providers.

Mail Services

The mail room is located in the basement of Mercy Hall. All Residential students may have packages and letters sent to them on campus. The address to send mail to is as follows;

Student Name
1678 Asylum Ave
Hall/Room #
West Hartford, CT 06117

The Mail room is open Monday – Friday from 8:30 a.m. – 4:30 p.m. Students are notified when mail arrives for them and are expected to pick up mail in a timely manner. Students are responsible for checking for any mail prior to the end of the academic year or forwarding any mail that they may have had sent to campus. Mail Services has the right to refuse or return any mail/packages that arrive for a student who has since graduated or moved off campus.

An Amazon Locker is also available for use by anyone in the community next to McGovern Hall. It is called "Amando" if seeking to deliver to this locker on the Amazon website. An additional Amazon Locker in located in Community Room Unit #11 at the Village Townhouses.

Students on the Flex Meal Plan sending HelloFresh boxes to campus must ensure to provide specific delivery instructions that state *"Please deliver to McGovern Hall between 8:00 am - 8:00 pm"*

Students should not schedule deliveries during break periods or on Friday, Saturday, Sunday and holidays when the University is closed. There will be a drop off location outside of McGovern Dining Commons where boxes can be picked up. Boxes not picked up 24 hours after delivery will be disposed of and a refund will not be issued.

Housing Assignments, Selection & Cancellation

Room Assignments

Students are not permitted to move rooms, move into/swap rooms with another student or occupy a different room within a suite or apartment without the consent and approval of Residential Life. Changing your room assignment without permission may result in referral to student conduct.

Incoming Students

New incoming students are administratively assigned to a space on campus based upon availability during the Summer or Winter term. Unless otherwise specified through the Housing Accommodations Process, assignments are randomly generated and requests for particular rooms or buildings cannot be met. Information regarding room assignments are sent via USJ email in mid-July or mid-December dependent upon semester of entry. Once assigned, changes are not guaranteed and are only made for extenuating circumstances.

Returning Students

Current residents are able to apply to live on campus for the upcoming academic year in January. To be eligible to participate in the housing selection process, which takes place each year around end of March/early April, students must complete the housing application by the deadline advertised and have cleared any holds on their account before their selection timeslot.

Students will receive communication from residential life prior to the start of the housing selection process regarding available housing options, housing selection timeslots, how to select and notification if your roommate group is not eligible or you have a hold preventing participation in the process. Housing options may be limited and are available first-come, first-served. Residential Life does not guarantee placement in preferred residence halls or roommates. Students who are not eligible to participate in housing selection or who do not apply by the deadline will either be administratively assigned at a later date, or be placed on a waitlist for housing.

Housing Accommodations

Students with housing accommodations approved prior to the selection process taking place will be sent communication from residential life regarding placement and/or availability and may be administratively assigned before the housing selection process begins. 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.

Priority Points

Students housing selection timeslots are determined based on 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 and Campus Life programs= 1 point each attended
Conduct= 20 points for no violations (- 5 points for each responsible finding)

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 and Campus Life programs.

Students in this population will be credited with programming and conduct scores they earn prior to March 1.

More information about the process to Apply to Live on Campus and about Housing Selection and Assignments can be found on our website here - Residential Life - Apply to Live On Campus Page

Housing Cancellation

When a resident completes the housing application, they agree to the terms of the housing contract. The Housing Contract is an annual contract that covers both fall and spring semesters, or the time remaining in the academic year depending upon the date of signing of the Housing Contract. Most recent housing contract can be found at this page - Housing Contract

Residents who wish to cancel their housing contract after submission will need to request to be released from the housing contract by submitting the housing contract cancellation request form on eRezLife. Not all cancellation requests may be granted, or if approved, may be subject to cancellation fees or charges for semester housing/meals. Students living in University Sponsored Housing have a different cancelation policy than Main Campus Residents. Please refer to your most recent housing contract for specifics regarding fees or charges for cancelations

Roommates and Room Changes

Students may utilize eRezLife to request a particular roommate, however, all requests must be mutually confirmed. Students who are seeking to request a roommate must know their roommates USJ email address. Students are not able to be confirmed roommates with you if they have not completed their housing application by the priority deadline, or are not in the same cohort (incoming student vs. returning student) as yourself. If you are a returning student and have a roommate(s) with a hold at the time that housing selection starts, it will make the entire roommate group ineligible to select housing.

Late roommate requests or requests made after assignments are not guaranteed to be accommodated. At times, athletics may also make requests for pairing of their student athletes. Student preferences will always supersede coach requests. Students who do not get paired with, or request a roommate are able to search for and request a roommate using the eRezLife portal called RoomeeZ or will be administratively assigned a roommate using eRezLife compatibility algorithm.

Confirmation with a roommate group does not guarantee that you may not have additional roommates (ex. Two confirmed roommates assigned to a triple with a third roommate).

If a student is in a room and does not have a roommate, they must keep the vacancy space in “move-in condition” for a new resident to occupy that space at any time. Failure to do this could result in a student conduct referral. Residential Life will attempt to provide advanced notice of a new roommate; however, due to extenuating circumstances, this cannot always be guaranteed. If a roommate is assigned, the resident is expected to be welcoming to new occupants placed in their space and cannot refuse new roommates or potential roommates seeking room changes who reach out regarding vacancies.

Roommate Conflicts

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 RC.

During the first few weeks of the semester, your RA will reach out to schedule a time to meet with you to complete your mandatory roommate agreement. This is a document that helps you and your roommate(s) or suitemate(s) discuss your expectations, boundaries and come to an understanding of how you want to share the space.

Should a conflict arise, a mediation may be completed or a room change may be requested. Students are not able to request the removal of a roommate. Depending upon occupancy in the residence halls, room changes may not be available as an option and mediations may be required if reporting a conflict with a roommate.

Room Change Procedure

Room change requests may not be accommodated in the first two weeks or last two weeks of the semester due to need to assess occupancy. Prior to any room changes, students may be asked to meet with Residential Life staff to determine the next appropriate steps. Room changes are available based upon current occupancy so there may be times where no, or limited options, are available. 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 or may be required to complete a mediation if the reason for the move is related to a conflict.

Students are responsible for inquiring about 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, your fees will be pro-rated based upon housing rate and occupancy dates. Room change requests can be made via the Room Change Request Form in eRezLife.

Upon approval for a room change, unless otherwise approved, students have 48 business hours to complete their move and if applicable, return old room keys. Failure to return a key will result in a lock change fees being assessed to your account. If you have a vacancy in your room, 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.

Students may request to move from the Main Campus to University Sponsored Housing, based upon availability. Students who elect to move to the Main Campus from University Sponsored Housing will be required to pay the University Sponsored Housing costs in their contract and may be required to take the required residential meal plan as well.

Administrative Moves and Consolidation

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. This applies at any point during the year, including after assignment and after move in. Consolidation (moving of two students with vacancies into a room together to open up spaces for new students) may also be required depending upon occupancy needs.

Meal Plans

All students living on our Main Campus must enroll in a residential meal plan and will automatically be assigned to our Gold All Access Meal Plan. Students assigned to the Traditional Halls are required to carry the Gold All Access Meal Plan. Students in the Suites who wish to change their meal plan to the Bronze or Flex plan must complete the Meal Plan Change Request Form on eRezLife prior to the first day of the semester. Students in University Sponsored Housing are not required to carry any meal plan and may enroll in any meal plan using the meal plan enrollment form.

Students in the Traditional Halls who have an academic obligation which takes them away from campus for 5+ meals per

week may request a meal plan appeal to switch to our Bronze plan using the Meal Plan Appeal form in eRezLife. Meal plan appeals are not considered for non-academic commitments such as employment or volunteer obligations. Students with dietary restrictions due to a medical condition or diagnosis can request a meal plan appeal through Student Accessibility Services.

Students on the Flex Meal Plan, which includes a HelloFresh subscription, will be provided with an individual code to use when placing their order. Students should ensure to read the voucher email sent by Residential Life for information on what is/isn't included in the meal plan voucher and other information regarding cancelation of subscriptions, etc. Please see the Mail Services portion of this page for information about shipping your HelloFresh box to campus.

More information on Meal Plan options and pricing can be found on the dining services website and tuition/fees page.

Accessible Housing and Housing Accommodations

Pets, Service and Emotional Support Animals

Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Individuals who are accompanied on campus by a service animal, as defined by applicable law, and who do not require additional disability-related accommodations are not required to register with the Office of Accessibility Services or to submit documentation of a disability in order to access campus facilities with the service animal.

Students seeking to have a service animal reside with them in the University housing must contact the Office of Accessibility Services in advance to review applicable health and vaccination requirements, as well as housing-related responsibilities and expectations regarding the care, supervision, and control of the animal. Students who utilize a service animal in on-campus classes are encouraged to contact the Office of Accessibility Services to facilities appropriate communication with faculty and to ensure understanding of the University's Assistance Animal Protocol.

Support (Assistance) Animals

Under the Fair Housing Act (FHA), an Assistance Animal (also called an "Emotional Support Animal, ESA, Support Animal or Therapy Animal) is an animal that works, provides assistance or performs tasks for a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. For the purpose of this policy, Assistant Animals will hereafter be referred to as Emotional Support Animals (ESAs).

All requests for approval of an Emotional Support Animal in University housing must be submitted to the Office of Accessibility Services. Emotional Support Animals are not permitted in residence halls unless and until written approval has been granted by the Office of Accessibility Services and Residential Life has been formally notified. Approval is granted in accordance with applicable federal and state law.

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. The University provides reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Fair Housing Act, as applicable.

The Office of Accessibility Services collaborates with the Office of Residential Life to facilitate reasonable housing accommodations for students with documented disabilities. Students seeking housing accommodations are encouraged to submit requests, along with current and appropriate documentation, as early as possible each academic year. Housing accommodations are subject to review, approval, and availability is not guaranteed.

Housing Accommodation Guidelines:

1. **Separate Application Requirement**
   Submission of the Housing Accommodation Request Form does not replace the eRezLife Housing Application. All

students seeking on-campus housing must complete and submit the University's official Housing Application through eRezLife by the deadlines established by the Office of Residential Life.

2. **Basis for Request**
   By submitting a Housing Accommodations Request Form, a student affirms that they are requesting a housing accommodation based on a documented, ongoing disability that results in substantial limitations within the University residential environment, and for which a standard housing assignment would not provide equal access.
3. **Individualized Determination**
   Housing accommodation requests are evaluated on a case-by-case basis through an individualized review process in accordance with applicable federal and state law.
4. **Housing Placement**
   Students with an approved documented need for accessible housing will be assigned by Residential Life staff in a manner consistent with the approved accommodation and subject to available housing options at the time of placement.
5. **Timing of Requests**
   While there is no fixed deadline to request housing accommodations, students are strongly encouraged to submit requests with current and appropriate documentation as early as possible each academic year. Housing accommodations are subject to availability and approval and are not guaranteed.

Students with questions regarding the request process or eligibility requirements for an Emotional Support Animal 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.
   b. The documentation can be submitted using the Housing Accommodations Request Form under 'Documentation of Disability' or sent to Accessibility@usj.edu, faxed or mailed.

Documentation Requirements
If documentation is submitted in the form of a letter, it must:

- Be typed, dated, signed, and on official professional letterhead;
- Include a formal diagnosis, where applicable, consistent with DSM-5 or ICD criteria;
- Describe current symptoms and functional limitations, including their frequency and severity;
- Explain how the student's functioning is substantially limited within the residential environment as a result of the condition; and
- Provide a clear rationale for each recommended housing accommodation and its nexus to the diagnosed condition.

Documentation may be uploaded through the Accessible Housing Application under "Documentation of Disability," or submitted via email to Accessibility@usj.edu, or by fax or mail.

All documentation must establish that the condition rises to the level of a disability. In determining disability status, the University of Saint Joseph is guided by applicable federal law, which defines a person with a disability as an individual who:

- Has a physical or mental impairment that substantially limits one or more major life activities (such as caring for oneself, hearing, learning, reading, speaking, breathing, or working);
- 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 with 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.

Contact Information
Questions regarding the Housing Accommodations Request Form or the housing accommodation process should be directed to:

Office of Accessibility Services
Email: Accessibility@usj.edu
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 period, for health, safety, damage, fire code, and security reasons. Any prohibited items that are found will be confiscated by Residential Life Staff and depending upon the item, may or may not be returned. Confiscated items must be picked up by students, by appointment, prior to returning home. Items that are not picked up by the end of the semester in which they are confiscated may be disposed of. Rules regarding health and safety and the code of conduct apply to all students who live on our Main Campus residence halls as well as University Sponsored Housing.

Prohibited Items

Prohibited items include, but are not limited to the following:

- Air conditioners (unless approved via Student Accessibility Services – must be 5,000 BTU window unit)
- 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 or other kitchen appliances (Kitchen appliances are permitted in suite kitchens and University Sponsored Housing kitchens)
- Sternos/Kerosene lamps
- Extension cords (surge protectors are allowed)
- Fireworks
- Extra Furniture including large 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
- Drug paraphernalia and other smoking paraphernalia (campus is smoke free)

Other actions/behaviors/prohibited items:

- Blocked or covered smoke detector/sprinkler/outlet
- Electrical sockets may not be overloaded or extension cords daisy chained

- Wall coverings that exceed more than 50% of total wall space
- No wall hangings, tapestries, flags or fabric are permitted over plugs, lights, ceilings or doorways
- 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)
- Power bed raisers with outlets
- Items hanging from or covering fire safety equipment (sprinklers, smoke detectors, fire extinguishers etc)

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

Safety and Security

For the protection and safety of the University of Saint Joseph community, all safety and security concerns should be reported to Public Safety and Residential Life as appropriate.

Fire Safety Guidelines

At the University of Saint Joseph, the Department of Public Safety is entrusted with the responsibility to maintain Fire Safety on all campus buildings owned/operated by the University of Saint Joseph. Fire/Evacuation drills are conducted every semester in all Residence Halls on campus.

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).

c. Students living at University Sponsored Housing should follow all directions and instructions given by property management staff and/or Hartford Fire or Police regarding fire safety protocols including evacuation, drills and meeting point locations.

For more information on the Fire Safety Guidelines, please visit the Public Safety page on myUSJ. Students and parents/guardians can enroll in USJ Text Alerts for up to date notifications about emergencies and closures. For more fire safety information, visit FEMA.gov: Fire Safety for College Students or NFPA-Campus Housing Safety.

Violent Intruder Protocol

It is important to be prepared in the event of a violent intruder on campus that causes us to lock down parts or the entire campus. For more information on the Violent Intruder Protocol, please visit the Public Safety page on myUSJ.

Keys/JayCard

Residents must not lend or otherwise permit others to use their keys or JayCard at any time. Students JayCards will permit them access to the appropriate residence halls based upon employment status, leadership position and/or residence hall assignment. Students including those with additional access privileges due to student employment and leadership roles are excepted to properly utilize their card access and not abuse privileges or permit others entry using their access.

If you are locked out of your building or room, you can contact Public Safety. If, after gaining access to your room, you are still unable to locate your keys, file a lost or stolen key report by completing a Lost Key Form in eRezLife. Lost IDs should be reported to Public Safety for replacing. You will be billed $100 for a replacement key, or $25 for a replacement JayCard.

Quiet Hours

Resident students and their guests on our Main Campus and in University Sponsored Housing, must abide by University quiet hours.

Sunday through Thursday - 11:30 p.m. to 9:00 a.m.
Friday and Saturday - 12:30 a.m. to 9:00 a.m.

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. The guest policy also applies to students who live at University Sponsored Housing.

Guests

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. 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 or to campus. 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. Guests to the residence halls on the Main Campus must be sign in with the Duty Assistant located at the main entrance of the building during duty hours. Students with guests vising outside of hours where there is Duty Assistant staffing or at University Sponsored Housing should complete the Guest Registration Form on eRezLife at or before the arrival of the guest.

Students can register two guests at a time –guests are considered an overnight guest if they are in the building after 1:00 a.m. 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 must provide a government issued form of identification at check-in and should carry this with them at all times.

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 six 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 six 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 Policy

Cohabitation in the residence halls is prohibited. Only the residents who are assigned to the space should be occupying the space. Guests who are found to be spending more time than permitted (even with multiple hosts or roommate permission) could be banned from specific residence halls and/or all USJ property for cohabitation. Other residents may not occupy the space if they are not assigned to the space or change rooms without the consent of Residential Life.

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 six 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.

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.

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 their Help Desk.

Code of Conduct

All University of Saint Joseph community members are expected to be aware of, and abide by, the policies set forth in the Student Code of Conduct and Student Handbook. Both of these documents can be found on the University website or in myUSJ.

Housing Contract

All University of Saint Joseph community members are expected to be aware of, and abide by, the policies set forth in the Housing Contract, which is signed and binding at the time of submitting a housing application. Students may view their must current housing contract on eRezLife by accessing their current term housing application. Information included in the Living Factor is not meant to replace or overrule information in the current housing contract.