

RESIDENCE LIFE

# MOVE-IN GUIDE 2024



# WELCOME TO THE RESIDENCE HALLS!

Move-in time is an exciting moment for you and the BU community, and we expect you'll have questions throughout Move-in Day. When you arrive, there will be many Residence Life staff members who are available and ready to help. We've also prepared this move-in guide to make your experience as smooth as possible. Here you'll find answers to the most commonly asked questions.

If you need any further assistance, please do not hesitate to call our office at 502.272.7272

Best Wishes,  
Matthew Vetter, Ph.D.  
Director of Housing and Residence Life

## PLANNING THE BIG MOVE: THE CHECK-IN PROCESS

### **FIRST-YEAR STUDENTS**

First-year students will check in on Saturday, August 17. Each resident will have the opportunity to select the time for their move-in appointment. Availability will be limited per time slot for each floor and building.

Residents and their guests will enter campus from Newburg Road. Continue on Bellarmine Boulevard, and veer left to enter Via Cassia. At the stop sign, turn right; and follow the signs and volunteers to Frazier Hall to begin your check-in. From Frazier Hall, Public Safety officers and campus volunteers will direct you to the appropriate traffic routes and drop-off points.

After you unload your vehicle, please be considerate of other students who are arriving and move your vehicle(s) to the first-year parking lot as quickly as possible.

If you are bringing a car to campus this year, please register your car online prior to Opening Weekend at [bellarmine.edu/security/parking](http://bellarmine.edu/security/parking). Your parking permit will be available to pick up after you move in.

## **RETURNING & NEW UPPERCLASS STUDENTS**

Returning and new upperclass students will move in starting Sunday, August 20:

- Sunday, 8/18: 10 am - 3 pm, and 7 pm - 10 pm
- Monday, 8/19: 10 am - 3 pm, and 7 pm - 10 pm
- Tuesday, 8/20: 10 am - 3 pm, and 7 pm - 10 pm
- Wednesday, 8/21: 12 pm - 3 pm, and 7 pm - 10 pm

Each resident will have the opportunity to select the day and time for their move-in appointment. Availability will be limited per day and time slot for each floor and building.

When you arrive for your move-in appointment, you should go directly to your assigned residence hall to check in. Your building's Resident Assistants will assist you in checking into your room.

Residence Life will be working with Public Safety to regulate drop-off points and traffic routes on Move-in Days. After you unpack, please be considerate of other students who are arriving, and relocate your vehicle within 30 minutes.

## **EARLY CHECK-IN INFORMATION**

**Early Check-in** – Requests for an early check-in must be submitted no later than 8 am, July 26, by completing the “Request an Early Check-in” form in your 2024-2025 housing application. The dates and guidelines for early check-in availability are outlined there, as well.

- Students who are arriving early for an approved university commitment only need to fill out the individual “Request an Early Check-in” form if they need to request an arrival before their group’s scheduled check-in date.

**Athletes** – All fall athletes (Soccer, Cross Country, Field Hockey, Volleyball) will check in according to the day and time provided by their respective coach. Fall athletes only need to fill out the individual “Request an Early Check-in” form if they need to request an arrival before their team’s scheduled check-in date.

# COUNTDOWN FOR FIRST-YEAR STUDENTS

The countdown begins this summer—registering for class, viewing your roommate assignment, and making sure you’ve covered all the details. It is important that you know some of the basics before you arrive on campus. Go over some of the following tasks with your families before you arrive to make your transition to residential living a little smoother:

- Know how to do laundry, manage your bank account, keep track of your debit and credit cards, and other basics.
- Prepare an inventory of your electronic items. Record the product and serial numbers of your electronic items.
- Review the *What to Bring and What Not to Bring* lists in this guide.
- Be thoughtful about what you bring. There is NO extra storage space in the halls, so consider bringing only what you need (i.e. seasonal clothes).
- Complete your immunization requirements, which includes submitting your immunization records.
- Familiarize yourself with the campus map (including where the first-year parking lot is).
- Republic Bank will have information about student banking available at the Resource Fair during Welcome Weekend. As the official Student Bank of Bellarmine University, Republic Bank offers you an exclusive Ultimate Checking Account package! For more information about that package or any other questions you have about banking while at Bellarmine, please contact Kristi Sweeney at [ksweeney@republicbank.com](mailto:ksweeney@republicbank.com), or 502.394.4450.

# GET INVOLVED IN YOUR NEW HOME

**Residence Hall Association (RHA)** – As a residential student, you are a member of RHA, a student organization dedicated to improving life on campus for residents. You'll help organize large-scale community building activities, such as Hall-o-Treats and RHA week. For more information about RHA, contact Jenna Ward ([jward5@bellarmine.edu](mailto:jward5@bellarmine.edu)) or Michael Watts ([mwatts5@bellarmine.edu](mailto:mwatts5@bellarmine.edu)).

**Student Employment** – Residence Life hires students who are eligible for Federal Work Study and KREBS as office and building assistants. Please contact Residence Life at [reslife@bellarmine.edu](mailto:reslife@bellarmine.edu) if you are interested in working in our department, or apply directly in Handshake.

## HOUSING AND RESIDENCE LIFE STAFF

**Residence Life Office (RLO)** – Located on the first floor of Petrik Hall, the RLO serves as the central office for the entire residence hall system. The offices for the full-time Director, Associate Director of Residence Life and Assistant Director of Housing Operations are located in the RLO. The RLO works to ensure that your living environment is not only comfortable and satisfying, but also a valuable part of your total educational experience. You will also pick up all packages in the RLO.

**Area Coordinator (AC)** – Full-time live-in staff responsible for the overall management of the buildings. ACs hold office hours each week in their halls.

**Resident Assistants (RA)** – Experienced, upper-class students selected and trained by Residence Life who live on every floor in each hall, RAs build community on their floor, organize and implement community building activities, and enforce policies. RAs also create positive relationships and help students find campus resources.

**Spiritual Peer Mentors** – Upperclass students who serve as mentors, a pastoral presence and role models to their residents and as conversation partners to students seeking out their individual vocations.

**Diversity Peer Educators (DPE)** - Upperclass students who provide educational, social, and personal enrichment programs that promote the ideals of diversity, equity, inclusion, and social justice; and who serve as a resource for students needing support on campus.

**Maintenance and Custodial Staff** – These staff maintain our residence halls on a year-round basis. They clean common areas and common bathrooms. Get to know your maintenance and custodial building staff members, who have a vested interest in your safety, health and comfort.

## TIPS FOR SUCCESS

- **Respect** – Respect your roommates, your neighbors, your community and yourself.
- **Study** – Find your quiet place for studying. Stay current on assignments and attend all your classes.
- **Involvement** – Get involved! Students who get involved early have a higher achievement rate, are less homesick, and generally get more out of their college experience than those who are not involved. The university’s Engage platform is a simple and effective way to find organizations and opportunities for involvement on campus.
- **Service** – Give back to your friends, community and BU. Seek out ways to be of service to others. The Center for Community Engagement is an excellent resource for service opportunities.

- Explore – Explore your opportunities: They are endless. Take time to learn about the diversity, cultural advantage and leadership opportunities BU has to offer.
- Discipline – Take time to study, reflect and have fun. Know when it's the right time for each.
- Goals – Keep sight of why you are here and how you plan to get to your goal. Establish your goals and plan of achievement. The best way to get where you want to go is to know where you are going.

## LIVING WITH A ROOMMATE

At the beginning of the year, you and your roommate(s) will sign a Roommate Agreement. This document covers a range of topics from sleep patterns to sharing food. Even if you are rooming with your best friend, take the time to understand the preferences of your roommate(s). Your RA or Area Coordinator will help resolve issues. Here are a few tips that will help you build a healthy relationship with your new roommate(s):

1. Communication is the most effective tool for living together happily.
2. Take your Roommate Agreement seriously. Discuss personal needs and boundaries early to prevent future challenges.
3. Be ready to make compromises.
4. Always treat your roommate(s) with respect. Think about how you would feel if the roles were reversed.
5. Try to contact your roommate during the summer to plan the upcoming year and coordinate your plans for your room.
6. Take your roommate to lunch or go somewhere outside your hall and have fun! Invite others to go along; expand your world.
7. Take advantage of the common areas in each residence hall.

# PARENT AND FAMILY INFO FOR FIRST-YEAR STUDENTS

Letting go is never easy, especially after so many years at home! You've known your student's friends, parents, teachers and coaches. You've arranged their schedules over the years for play groups, soccer practices, band concerts and summer camps. And now, at this pivotal time in their lives, you may feel pressure to let them do it all alone!

You have a new role—that of a mentor, a trusted advisor and counselor. Research indicates that today's students consider their parents to be their best advisors. As students adjust to their newfound independence, they will be calling on you for advice, support and affirmation that they can succeed. Things you can't predict or control will happen, but trust in your student's judgment and also have confidence in the university staff members who will assist them.

## **PREPARING BEFORE ARRIVAL**

- Make hotel/transportation reservations for Opening Weekend if needed.
- There is NO extra storage space in the halls; encourage your student to limit what they bring. You may be taking belongings back home with you!
- Review and discuss with your student important [Residence Life policies found online](#) and in the [Student Handbook](#).

## **PREPARING YOUR STUDENT FOR CHECK-IN**

- Your student is the one who checks in and accepts the key. You are now their “guest” in the residence hall and should be escorted by your student.
- Let your student and their roommate(s) set up and decorate the room. Let them sort out who brings specific items to share as they communicate prior to move-in.



## RESOURCES FOR PARENTS AND FAMILIES

We encourage you to join the Bellarmine Family and Parents Facebook page and become a part of the online BU community.

Also, mark your calendar for September 20 - 22! We are hosting our Family Weekend celebration, and look forward to welcoming you back to campus for the festivities.

## MAIL ON CAMPUS

To ensure the prompt and accurate delivery of mail to your box in your residence hall, it is necessary that the complete address listed below be used on all mail.

Address should read as follows:

(Resident's Name)

Bellarmino University

Hall Name (Campus Box #)

2001 Newburg Rd.

Louisville, KY 40205

*You will get your campus box number when you check in. Please remember that it is not safe to send cash in the mail. Residence Life cannot track postal mail.*

## TOBACCO FREE INITIATIVE AT BU

Bellarmino prohibits the use of tobacco (including vapes) on all university property, including Bellarmine vehicles and sports and recreation facilities. Smoking in personal vehicles is allowed. For more information on tobacco self-management, please contact Dr. Alice Kimble, Director of Health Services, at 502.272.8313 or [mkimble@bellarmine.edu](mailto:mkimble@bellarmine.edu).

# TELEPHONE SERVICES

Telephone service is no longer provided in residence hall rooms. Surveys show that more than 86% of students would prefer not to have an “active” phone line in their rooms. Students will have access to a public phone in each residence hall lobby or Area Coordinator office.

Residents who need local landline phone service should email their Area Coordinator.

Students with room activation are responsible for providing their own telephones. Cordless telephones 2.4 GHz or larger cannot be used in the residence halls, to avoid potential interference with the wireless network.

# ON CAMPUS LIVING: WHAT TO BRING

Computer labs are available in the residence halls or in very close proximity, and all residence halls have wireless Internet access. Computers and printers are not required. All first-year halls have one microwave and one refrigerator provided in each double and triple room, which is the maximum permitted. Quad rooms have two microwaves and two refrigerators provided.

- Towels, plastic shower caddy, shower slippers, hair dryer
- Pillow, twin XL sheets, blanket or comforter
- Laundry detergent and basket
- 8-gal trash bags and cleaning supplies
- Address book, stationery, stamps
- First-aid items, including thermometer
- Prescription medications
- Power strip (fused surge protector with reset button/ circuit breaker only)
- Money, credit and/or debit card
- Thermometer
- Individual room-cleaning supplies
- Broom or small vacuum
- Social Security card, birth certificate or passport (needed for employment)
- Toiletries, sewing kit and Kleenex
- Computer
- Umbrella
- Storage containers
- Planner
- Alarm clock
- Clothes hangers
- Eating utensils/dinnerware
- School supplies and backpack
- Room decorations
- Ironing board and iron
- Flashlight
- Hand sanitizer

# ON CAMPUS LIVING: WHAT NOT TO BRING

- Quarters—Our laundry services are free with your cost of tuition!
- Space heaters
- Hot plates, toaster ovens or other cooking appliances
- Oil lamps, potpourri, candles or incense
- Additional microwave or fridge
- Pets, unless fish in a 10-gallon tank or smaller
- Alcohol (prohibited for students under 21)
- Drugs or drug paraphernalia
- Weapons

## IMMUNIZATIONS & RECORDS

Vaccine-preventable diseases remain present on American college campuses. In an effort to provide the safest possible environment for Bellarmine University students, faculty and staff, the Bellarmine University Health Services Office requires the following immunizations for all community members in addition to a completed Health History Form for students. These requirements are based on recommendations from the American College Health Association and the Center for Disease Control.

*Please note that some Bellarmine University programs, such as Nursing and Physical Therapy, have their own requirements.*

### **REQUIRED IMMUNIZATIONS FOR RESIDENTIAL STUDENTS**

1. Tetanus/Diphtheria/Pertussis (TDaP), last booster must be within the last 10 years
2. Measles/Mumps/Rubella (MMR), two (2) doses required
3. Meningococcal, (MCV4 series of 2, 2nd dose at or after age 16)

## **SUBMITTING YOUR IMMUNIZATION RECORDS**

- You will upload immunization records [here](#)
- Health Services will review your immunization submission and complete or reach out to you with completion steps if the submission is incomplete. They will contact you via your Bellarmine email address.

You may easily submit a state vaccination record, but please be sure that required immunizations listed above are included before submission.

## **EXEMPTION POLICY**

Students should visit Health Services' [Immunization Records page](#) to submit their [Exemption Request Form](#).

For any questions related to immunizations and Bellarmine's requirements for immunizations, please contact Health Services at 502.272.8313 or [health-services@bellarmine.edu](mailto:health-services@bellarmine.edu).

For further reference on immunizations and vaccines, please visit <https://www.cdc.gov/vaccines/>.

## **SAFETY & SECURITY**

- All residence halls are locked 24 hours, seven days a week. Only residents assigned to a hall have access to that hall by swiping their ID Card. You should not allow non-residents into the building who are not your guests.
- Each student has a room key. Hall staff review safety procedures with residents upon check-in.
- There are "blue light" phones all over campus for immediate access to Public Safety.
- Although rare, theft and crime do occasionally occur on campus; see [bellarmine.edu/security](http://bellarmine.edu/security) for prevention information.
- The university is not responsible for damage or loss of property. Residents are encouraged to purchase renter's insurance for emergencies.

- Bellarmine also offers a security escort for students who do not feel comfortable walking back to their cars or halls after dark. Call 502.272.7777 for an escort.

For more information about campus safety and security, contact the Office of Public Safety at 502.272.7777. Public Safety officers patrol the campus facilities 24 hours a day, 7 days a week. This includes making regular rounds in the residence halls, so you may see them on your floor or in your building. They also monitor video surveillance system throughout the campus in public areas. Public Safety officers carry a hand-held radio for contact with dispatch who can contact the fire, police and emergency services in case of an emergency.

## FIRE SAFETY & PREVENTION

Fire-detection devices have been installed in every room and in the corridors. The entire alarm system is connected to a central alarm system, which automatically notifies the university's Office of Public Safety of any problem.

### **IF YOU DISCOVER OR SUSPECT A FIRE:**

1. Activate the fire alarms – Go to the nearest exit and pull the fire alarm down.
2. Evacuate the building in an orderly manner – As you leave, alert others in your building. Never return to a building until instructed by a representative of Residence Life, Public Safety or the fire department. When possible, before evacuating do the following: wear shoes and a coat, open all curtains/blinds, close windows, turn on lights, and close all doors.

### **FIRE PREVENTION**

- Use of multiple plug adapters to obtain a maximum number of outlets can result in the overload of circuits and risk a fire. When using a power strip, make sure it is polarized and grounded, with a built-in circuit breaker.
- Appliances such as irons, curling irons and hair dryers should never be left unattended or plugged in for long periods of time. Prohibited appliances include, but are not limited to space heaters, hot plates, toaster oven and electrical appliances used for cooking or preparing meals. Approved appliances include coffee makers, hot air popcorn poppers and U.L. listed non-open coil items.
- Oil lamps, potpourri, candles, incense, and any other items with exposed heating elements are prohibited.

- Do not place decorations on ceilings or sprinkler heads. Materials on the ceilings may also impede the activation of smoke and heat detection equipment. Wall and ceiling decorations will increase the speed for fire spread.
- Additionally, fire extinguishers have been provided in each building to be used in the event of a small fire. Your main interest is to get out and stay out of the building. If you have not been trained to use a fire extinguisher, focus on evacuating the building.

## GETTING TO BELLARMINE

### **FROM I-71 (SOUTHBOUND)**

Follow I-71 South to I-264 West (Watterson Expressway). Stay on I-264 to the Newburg Road North Exit 15A. Follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

### **FROM I-64 (WESTBOUND)**

Follow I-64 West to I-264 West (Watterson Expressway). Stay on I-264 to the Newburg Road North Exit 15A. Follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

### **FROM I-64 (EASTBOUND)**

Follow I-64 East to I-65 South. Follow I-65 South to I-264 East (Watterson Expressway). Stay on I-264 East until the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

### **FROM I-65 (SOUTHBOUND)**

Follow I-65 South across the Kennedy Bridge to I-264 East (Watterson Expressway). Stay on I-264 to the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

### **FROM I-65 (NORTHBOUND)**

Follow I-65 North to I-264 East (Watterson Expressway). Stay on I-264 to the Newburg Road Exit 15. Turn left and follow Newburg Road 1.5 miles to Bellarmine. The main entrance is on the right.

# BELLARMINE PARKING PERMIT CODES

**A** ALUMNI & SURF PATRON

**F** FACULTY & STAFF

**E** FACULTY & STAFF, LOT 1 ONLY

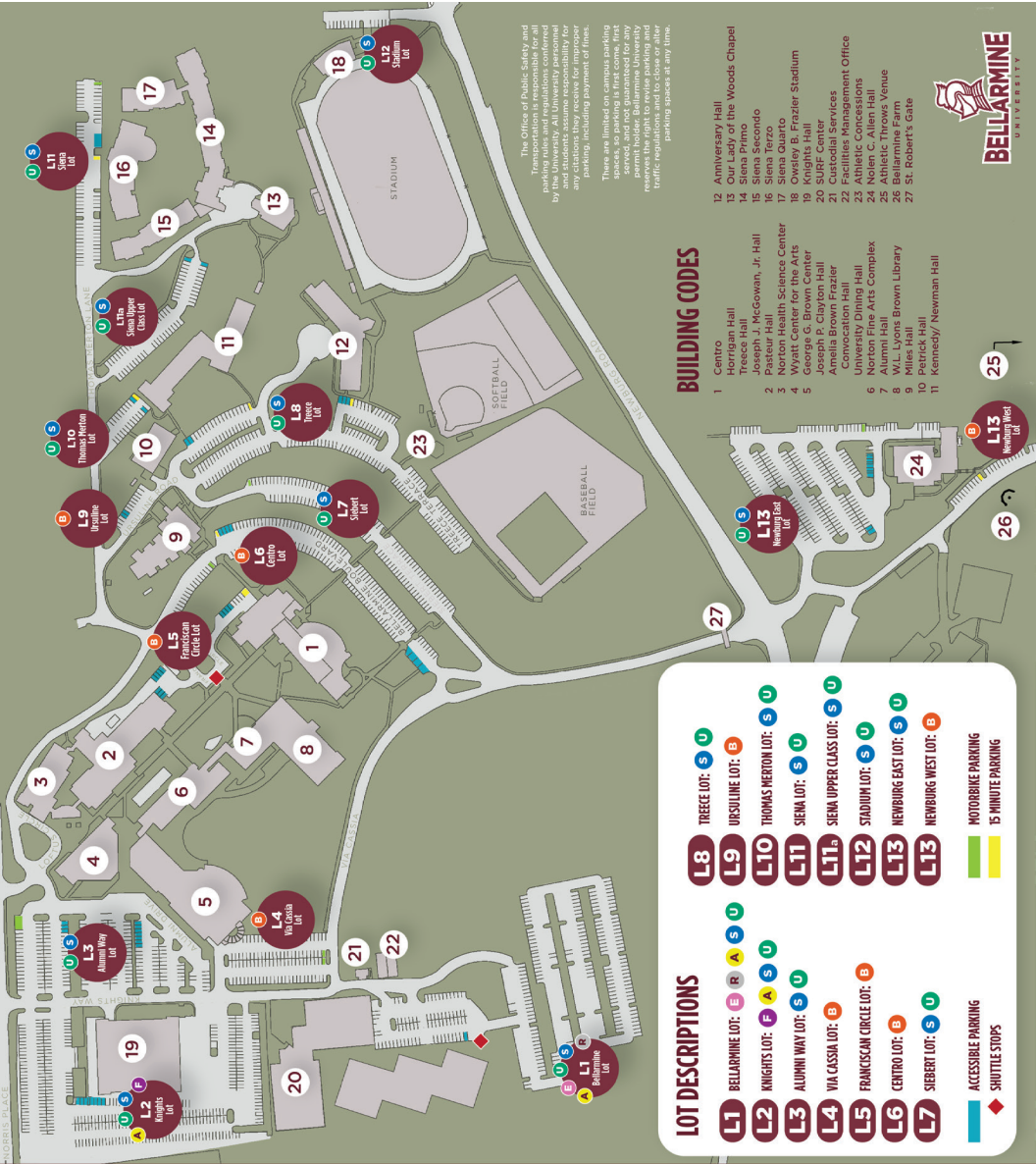
*B permits may park in any lot.*

**S** STUDENT

**F** FIRST-TIME, FULL-TIME COMPUTER

**R** FIRST-TIME, FULL-TIME RESIDENT

**U** UPPER-CLASS STUDENT RESIDENTS



## LOT DESCRIPTIONS

- L1** BELLARMINE LOT: **E R A S U**
- L2** KNIGHTS LOT: **F A S U**
- L3** ALUMNI HAN LOT: **S U**
- L4** VIA CASSIA LOT: **B**
- L5** FRANCISCAN CIRCLE LOT: **B**
- L6** CENTRO LOT: **B**
- L7** STEBERT LOT: **S U**
- L8** TREECE LOT: **S U**
- L9** UPSHULINE LOT: **B**
- L10** THOMAS HEERTON LOT: **S U**
- L11** SEWLA LOT: **S U**
- L11b** SEWLA UPPER CLASS LOT: **S U**
- L12** STADIUM LOT: **S U**
- L13** NEWBORG EAST LOT: **S U**
- L13b** NEWBORG WEST LOT: **B**

- ACCESSIBLE PARKING
- MOTORBIKE PARKING
- 15 MINUTE PARKING
- SHUTTLE STOPS

## BUILDING CODES

- 1 Centro
- 2 Horriegan Hall
- 3 Joseph J. McGowan, Jr. Hall
- 4 Norton Health Science Center
- 5 Wyatt Center for the Arts
- 6 George G. Brown Center
- 7 Joseph P. Clayton Hall
- 8 Robert F. Frazier Convocation Hall
- 9 University Dining Hall
- 10 Norton Fine Arts Complex
- 11 Alumni Hall
- 12 Lyons Brown Library
- 13 Miles Hall
- 14 Patrick Hall
- 15 Kennedy/ Newman Hall
- 16 Annunziata Hall
- 17 Our Lady of the Woods Chapel
- 18 Siena Primo
- 19 Siena Secondo
- 20 Siena Third
- 21 Siena Quarto
- 22 Owsley B. Frazier Stadium
- 23 Knights Hall
- 24 SURF Center
- 25 Athletic Concessions
- 26 Facilities Management Office
- 27 Nolen C. Allen Hall
- 28 Athletic Throws Venue
- 29 Bellarmine Farm
- 30 St. Robert's Gate

The Office of Public Safety and Transportation Services enforces parking rules and regulations conforming to the University. All University personnel and visitors are required to obtain any citations they receive for improper parking, including payment of fines.

There are limited on-campus parking spaces so parking is first come, first served. The University does not permit holder. Bellarmine University reserves the right to change parking and enforce the rules of the lot to ensure parking spaces at any time.



# IMPORTANT PHONE NUMBERS

|   |              |
|---|--------------|
| Housing & Residence Life .....                                | 502.272.7272 |
| Area Coordinator for Anniversary, Kennedy, Newman & Petrik... | 502.272.7491 |
| Area Coordinator for the Siena Complex .....                  | 502.272.7501 |
| Athletics .....   | 502.272.8380 |
| Academic Affairs .....  | 502.272.8160 |
| Alumni Office .....   | 502.272.8333 |
| Campus Ministry .....   | 502.272.8051 |
| Campus Bookstore .....  | 502.272.8111 |
| Career Development .....                                      | 502.272.8151 |
| Counseling .....  | 502.272.8480 |
| Dean of Students.....   | 502.272.7150 |
| Disability Services .....                                     | 502.272.8480 |
| Financial Aid .....   | 502.272.8124 |
| Food Service.....   | 502.272.8325 |
| Health Services .....   | 502.272.8312 |
| Intramurals .....   | 502.272.8343 |
| Library.....  | 502.272.8141 |
| Lost & Found.....   | 502.272.7777 |
| Merton Center .....   | 502.272.8187 |
| Office of Identity and Inclusion.....                         | 502.272.8302 |
| Office of Public Safety .....                                 | 502.272.7777 |
| Registrar.....  | 502.272.8133 |
| Special Events/Reservations .....                             | 502.272.7116 |
| Student Accounts.....   | 502.272.8264 |
| Student Activities.....                                       | 502.272.8477 |
| Student Affairs .....   | 502.272.8150 |
| Student Success Center (SSC).....                             | 502.272.8071 |
| SuRF Center .....   | 502.272.8312 |
| Technology Support Center (TSC) .....                         | 502.272.8301 |



