



# VILLANOVA UNIVERSITY



## OFFICE OF RESIDENCE LIFE HOUSING ASSIGNMENT AND ARRIVAL INFORMATION 2009

## THE OFFICE FOR RESIDENCE LIFE

Dear Resident:

The Office for Residence Life would like to welcome both returning and new members of our Residential Community.

The information provided in this brochure will assist you in planning for your arrival, give you an overview of the services provided by both Residence Life and Student Life and review some of the policies and procedures associated with living in the apartments and residence halls. Please review this information carefully before leaving home.

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Your housing assignment is available on NOVASIS. To view your housing assignment, go to NOVASIS; Secured Log-in; Residence Life; Fall 2009 Housing Assignments. If you have any questions regarding your housing assignment, please contact the Office for Residence Life at the telephone number listed below.

We hope that on campus living will enhance your college experience. Should you have questions which are not addressed in this brochure or have special needs, please contact us.

Main office: Kennedy Hall—2nd Floor  
Email: [residencelife@villanova.edu](mailto:residencelife@villanova.edu)  
Web: [www.residencelife@villanova.edu](http://www.residencelife@villanova.edu)  
Phone: 610-519-4150/4154

## **NEW STUDENT ARRIVAL INFORMATION**

- **Residence Hall check-in for new students is Wednesday, August 19 from 11 am to 6 pm. Limited check-in hours are available on Thursday, August 20 from 9 am to 12 noon.**
- Students assigned to **South Campus** halls (Caughlin, Good Counsel, Katharine, McGuire, St. Monica and Stanford) should report to the **Main Parking Lot** located adjacent to Lancaster Avenue. Public Safety and Orientation Staff will direct you to your residence hall.
- Students assigned to **Moriarty Hall**, should drive directly to the residence hall, which is located next to the Main Parking Lot across from the Villanova Chapel.
- Students assigned to halls located on the **Main Campus** (Delurey, O'Dwyer and Simpson Halls) should enter the campus via the Fedigan Gate located on Rte. 320. Public Safety and Orientation staff will direct you to your residence hall.
- *To help alleviate some of the traffic congestion during move-in on Wednesday, August 19, we have staggered check-in times according to last name. Please plan your arrival time based on the guide below.*

<b>Student's Last Name Beginning with...</b>	<b>Assigned Arrival Time is...</b>
<b>B, F, I, W</b>	<b>11:00 am—11:30 am</b>
<b>A, C, K</b>	<b>11:30 am—12:00 pm</b>
<b>P, Q, R, T, X, Y, Z</b>	<b>12:00 pm—12:30 pm</b>
<b>G, O, S, U, V</b>	<b>1:00 pm—1:30 pm</b>
<b>D, E, H, J, N</b>	<b>1:30 pm—2:00 pm</b>
<b>L, M</b>	<b>2:00 pm—2:30 pm</b>

***Students are welcome to arrive on campus any time AFTER their assigned times.***

- Students should report directly to their assigned residence hall to check-in and pick-up your key/combination and Wildcard.
- **PLEASE NOTE: You will not be permitted to remain parked next to your assigned residence hall. Students will be asked to drop-off their belongings and move their cars to the Main Parking Lot.**

## When You Arrive At Your Residence Hall

- Check-In with Residence Life Staff at the entrance to your hall.
- Pick-up key or combination from check-in staff.
- Pick-up Wildcard from check-in staff.

## After You Move-In:

- Review your Room Condition Form (RCF) via NOVASIS:
- To view your RCF - Go to NOVASIS; Secured Log-In; Residence Life; and Room Condition Form.
  - ◇ Review the condition of your room and furnishings listed on RCF and compare with condition of room.
  - ◇ Please note any discrepancies between the condition stated and your personal review.
  - ◇ Make appropriate changes directly on the RCF form.
  - ◇ Submit RCF via NOVASIS.
  - ◇ By reviewing/submitting the RCF, you agree the information listed is correct.
  - ◇ Students will have until Sept. 4 to make changes to their RCF.
- If a student does not review their RCF by September 4, he/she forfeits the right to make changes to the RCF and will be responsible for the condition of the room and furnishings as stated.

**Please review your RCF carefully! *The RCF will be used to assess billable room damages after your departure at the end of the year.***

## Freshman Triples

- All freshman resident students have been assigned to a residence hall room. At this time, the number of freshman resident students exceeds the number of spaces in our standard double, triple and quad rooms. Given this, we have assigned three students with later dates of deposit to a room which normally houses two. This type of room is commonly referred to as a “triple”.
- Students were assigned to “triples” in “reverse date of deposit” order. Generally, students whose deposits were received in mid to late April, close to the Admissions deadline of May 1, have been assigned to triple rooms.

- At this point,, residents assigned to “triples” should plan on residing in a tripled room for the start of the Fall Semester.
- Once classes begin, we will utilize every available “no show” vacancy to offer spaces to residents in triple rooms who wish to move to a double room assignment.
- Students who wish to be considered for reassignment to a double room will need to complete a Room Change Request card available from a student’s RA or from the Residence Life Office (2nd floor, Kennedy Hall). **Room Change Request forms will be available on the first day of class – August 24.**
- In the event that a vacancy occurs prior to the start of Orientation and Residence Life can offer a student the opportunity to move to a double room before check-in, he/she will be contacted via telephone of his/her new room assignment. These assignments are also based on date of deposit.
- While students initially are anxious about residing with two roommates vs. one, we find that many “tripled” residents, if offered the opportunity to move to a double room assignment, choose to remain in their original tripled assignment rather than leave their roommates.
- To view a “tripled” room, please go to our website at [www.reslife.villanova.edu/housingassignments/tripling.htm](http://www.reslife.villanova.edu/housingassignments/tripling.htm)

### **Tripled Room Discount**

- Residents who move into a tripled room assignment will receive a discount of one-third off their room rate for the first semester. **This credit will be applied to student accounts after the first week of classes.**
- If the Office for Residence Life is able to reassign a resident from a tripled room to a double room prior to move-in, the resident will not receive the triple room rate discount.
- If the Office for Residence Life is able to reassign a resident after move-in, the room rate discount will stand for the Fall Semester.

- The Bursar's Office will permit students assigned to "tripled" rooms to subtract the potential room rate discount from your bill prior to move- Room rate discounts are as follows:
  - ◊ Students Assigned to Delurey, Moriarty and O'Dwyer Halls - \$854.00 discount .
  - ◊ Students Assigned to Caughlin, Good Counsel, Katharine, McGuire and St. Monica Halls - \$977.00 discount.
- Questions regarding billing or payments should be directed to the Bursar's Office 610-519-4258.
- **Please Note: There are designated rooms on campus in O'Dwyer, Delurey and Simpson Halls which are standard triple and quad rooms (e.g., rooms are designed to accommodate 3 or 4 students). Students assigned to these rooms do not receive a discount.**

### **Freshman Package Shipping and Pick-Up**

- You may ship packages or trunks to Villanova prior to your arrival.
- **Place your name, residence hall and room assignment clearly on the mailing label.**
- Address all packages and trunks to:
  - Villanova University
  - Kennedy Hall
  - 800 E. Lancaster Avenue
  - Villanova, PA 19085
- Packages and trunks will be delivered to a central location near your residence hall

### **Package and Trunk Pick-Up Locations:**

- |                                  |   |   |
|----------------------------------|---|---|
| Delurey, O'Dwyer & Simpson Halls | - | Delurey Hall, 1 <sup>st</sup> floor lounge  |
| Moriarty Hall                    | - | Moriarty Hall, Room 8                       |
| South Campus Residence Halls     | - | Stanford Hall, 2 <sup>nd</sup> floor lounge |

## **UPPER-CLASS STUDENT ARRIVAL INFORMATION**

### **Check-In Information**

- Report directly to your assigned apartment or residence hall.
- All upper-class residents should plan on arriving either **Saturday, August 22 or Sunday, August 23.**
- Residence staff will be available to assist you with check-in during the hours of **9:00 am through 9:00 p.m.**
- **Unless participating in a University sponsored activity, upper-class residents may not arrive before Saturday, August 22.** Students participating in University activities sponsored by faculty or staff should contact their group sponsor for arrival information.
- **PLEASE NOTE:** For reasons of safety and security, Residence Life cannot approve early arrival for individuals who have transportation concerns, family obligations, etc. Residence Life can offer students with arrival concerns the opportunity to place items in storage, free of charge, until upper-class check-in.
- Please remember to review your Room Condition Form (RCF).
- To view your RCF - Go to NOVASIS; Secured Log-In; Residence Life; and Room Condition Form.
  - ◇ Review the condition of your room and furnishings listed on RCF and compare with condition of room.
  - ◇ Please note any discrepancies between the condition stated and your personal review.
  - ◇ Make appropriate changes directly on the RCF form.
  - ◇ Submit RCF via NOVASIS.
  - ◇ By reviewing/submitting the RCF, you agree the information listed is correct.
  - ◇ Students will have until Sept. 4 to make changes to their RCF.
- If a student does not review their RCF by September 4, he/she forfeits the right to make changes to the RCF and will be responsible for the condition of the room and furnishings as stated.

**Please review your RCF carefully! *The RCF will be used to assess billable room damages after your departure at the end of the year.***

## **WHAT TO BRING**

### **Suggested Items to Bring...**

Desk Lamp (non-halogen)  
Floor Lamp (non-halogen)  
Personal Toiletries  
Shower Caddy  
Desk Supplies  
Laundry Supplies  
Hangers  
Bed Linens (**standard size twin sheets only**) and Pillow  
Towels / Washcloths  
Cleaning Supplies  
First Aid Supplies / Medications  
Alarm Clock  
Computer Accessories and Printer  
Surge Protector  
Heavy Duty Extension Cord  
    - UL approved not rated less than 125 volts/15 amps  
Refrigerator and Microwave Oven (if you are not renting a Microfridge)  
Wastebasket  
Window Fan  
    - Alumni, Austin, Corr, Delurey, Moriarty, O'Dwyer, Sheehan  
    Simpson, St. Rita's and Sullivan Halls **are not** air conditioned.

### **Please Do Not Bring...**

Candles (decorative or functional, wick or no wick)  
Toasters or Toaster Ovens  
Hot Plates with exposed heating elements  
Space Heaters  
Pets or animals of any kind  
Halogen Lamps  
Platform Beds or Lofts  
Cinder Blocks or any other item designed to raise the height of your bed  
Wall Mounted Shelves  
    (or any other item that requires permanent fixture to walls or  
    furniture)  
Air Conditioning Units

**Upper class students residing in the West Campus Apartments  
can find a more detailed guide to living in the apartments at:  
<http://www.villanova.edu/studentlife/reslife/apartments/guide/>**

### **Refrigerator/Microwave Rentals**

While students may choose to bring their own refrigerator and microwave, Microfridge units are available for rent for the academic year through an outside vendor. The Microfridge consists of a 3 cubic foot refrigerator/freezer and an attached .6 cubic foot microwave. This combined unit saves space and has one plug for all three components. Rental information will be sent to students during the summer months and is also available at [www.villanova.edu/studentlife/reslife/residencehalls/ref\\_rentals.htm](http://www.villanova.edu/studentlife/reslife/residencehalls/ref_rentals.htm). **Please Note: Only one refrigerator and microwave are permitted per room!**

### **Telephone Service**

There is no university provided dial tone in any residence hall room. Emergency phones are located on each floor of each residence hall. These phones allow students to place on-campus emergency calls to Public Safety and the Health Center, as well as other University offices. Off-campus local and long distance calls can also be made with the use of a prepaid calling card or by dialing a toll free number. The emergency phone does not receive incoming calls.

### **Cable Television**

Each residence hall room on campus has a cable television jack, which provides 70 basic cable channels. The cost for basic cable television service is included in the room charge. Resident students will have the option to purchase premium cable packages that include HD, pay-per-view and premium cable channels directly from Comcast. Students who opt for this upgraded package will contract directly with Comcast and will be responsible for all payments.

### **Mail**

Main and South Campus residents will receive an on campus mailbox located on the ground floor of Kennedy Hall. Mailbox numbers and combinations will be available with your housing assignment in early August via NOVASIS. West Campus Residents will receive a mailbox located on the ground floor of n St. Mary's Hall.

Mail to students should be addressed as follows:

#### **Main and South Residents**

STUDENT NAME  
V.U. Box #####  
Kennedy Hall  
800 Lancaster Avenue  
Villanova, PA 19085-1679

#### **West Residents**

STUDENT NAME  
V.U. Box #####  
St. Mary's Hall  
250 Spring Mill Road  
Villanova, PA 19085

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

### **Housing Contract**

Your housing contract is in effect for the full academic year and commences on the date of occupancy. The contract remains in effect until the date a student vacates his/her assignment for the academic year. Unless otherwise authorized, students must vacate their housing assignment within 24 hours of their last examination for the semester, at the conclusion of a full-time academic internship, upon graduation, suspension, withdrawal, leave of absence or other termination of full-time student status.

Semester move-in and move-out schedules are established and promulgated by the Office for Residence Life. Students must move-in/move-out in accord with these dates and times. Failure to do so may result in disciplinary action and/or per diem fines. Residence Life does not permit students to access their residence halls/apartments prior to scheduled move-in dates or to remain in their housing assignments beyond scheduled move-out dates unless a University staff or faculty member has officially requested their participation in an approved, University-sponsored and supervised activity.

### **Furnishings**

#### Rooms/Apartments

All University room furnishings present at the time of check-in must remain in your room or apartment unit throughout the year. Residence Life does not have the storage capacity to accommodate requests for the removal of standard furnishings. Extra furniture added by Residence Life to accommodate tripling will be removed as soon as possible after the room has been detripled. **DO NOT move tripling or other room furnishings into common areas like hallways, lounges or stairwells.** You will be held financially responsible for any furnishings that are missing or damaged at the time of your departure from the hall.

#### Lounges

Furnishings available in lounges, lobbies and at the end of hallways are intended for the use of all building residents and their guests, and should not be removed by individual residents for use in their own rooms. Students found with lounge furnishings in their rooms will be subject to both fines and disciplinary action. Never remove common area furnishings for use outside of the building, since they can become damaged by the weather or stolen. Damaged or missing common area furnishings can add up to a considerable common area damage bill for all building residents at the end of the year.

## Loft and Bunk Bed Construction

Lofts and home-made platform or bunk beds are not permitted in any residence hall room or apartment, as they represent fire hazards and in many cases hazards to a student's health and safety. Residence Staff will ask you to dismantle these constructions. **PLEASE NOTE:** Cinder blocks are not permitted to be used in residence hall rooms or apartments for the purpose of lofting beds, supporting bookshelves, etc. Not only do they damage furniture and floors, but they are costly to remove when students leave them behind. Students found with cinder blocks in their rooms or apartments will be asked to remove them immediately. Failure to do so will result in the imposition of a fine.

## Room and Apartment Decorating

### Apartment Decorations

When decorating your apartment please note that adhesives of any kind will cause damage to walls, cupboards and laminated surfaces (e.g., closet doors) when removed. To avoid substantial charges for repair, **DO NOT USE** decals, stickers, paper towel holders, hooks, "Stick-Ups", wall paper or contact paper on any apartment surface. When hanging posters or pictures on walls use small pins, nails or thumb tacks which can easily be removed and do not leave large holes. **UNDER NO CIRCUMSTANCES** should nails, hooks or any item which might leave holes, be placed in cupboards or closet doors. **PLEASE NOTE:** Apartment residents are responsible for taking their trash and recyclables to the dumpsters located outside the apartment buildings.

### Room Decorations

Cork/ Mirror Tiles, Contact Paper, Wall Paper, Tape, "Fun Tack", Nails, Hooks and Tacks, all cause damage when removed from furniture, walls, sinks and window sills. Given that residents will be held responsible for those damages, you may want to forego the use of these items.

### Painting Rooms or Apartments

Painting is the responsibility of the Facilities Services Department. **Residents are not permitted to paint their rooms or apartments.** Should your apartment or room need painting because of its poor condition you may request through your RA to have Facilities Services make the necessary painting repairs. Students who choose to paint their own rooms or apartments will be charged for the costs associated with repainting the room to University specifications.

## Room Change Requests

Students who wish to change their room assignment must first see their RA to or come to the Office for Residence Life to obtain a Room Change Request Card

- If the desired change is due to a roommate conflict:
  - ◊ The RA will first work to assist the students to mediate their differences.
  - ◊ If mediation does not rectify the situation, the RA will give the requesting student a card to complete and return to the Office for Residence Life.
  - ◊ If a student comes directly to the Office for Residence Life to pick up a card and has not spoken with his/her RA, the card will not be accepted until the student has met with his/her RA and the RA has signed the card.
- If the desired change is not due to a roommate conflict, students may obtain a Room Change Request Card from either their RA or from the Office for Residence Life.
- The completed card must be returned to the Office for Residence Life, 2<sup>nd</sup> floor Kennedy Hall, in order to be considered.
- Students in triple room assignments and/or involved in roommate conflicts which can not be resolved through mediation will be given high priority when facilitating room change requests. After these requests have been accommodated, other requests will be given preference in the order that Room Change Request Cards were received.
- Residents who change rooms without authorization from the Office for Residence Life are subject to a \$50.00 per person, per day fine.
- **Room Change Request forms will be available from a beginning the first day of class—August 24.**
- **IMPORTANT:** Upper-class students who submitted Room Change Request forms during the spring semester who did not receive a room change over the summer and are still interested in a room change, **MUST** submit a new Room Change Request form to be considered for any openings which may become available during the fall semester.
- More information about room changes can be found at [www.reslife.villanova.edu](http://www.reslife.villanova.edu)

## **FIRE SAFETY INFORMATION**

For more information regarding Fire Safety issues, please refer to our web site at <http://www.reslife.villanova.edu/reslife/firesafety.htm>.

### **Fire Evacuation Plans**

- Fire Evacuation Plans are posted next to each RA room.
- Fire evacuation plans and routes will be discussed by your RA at your first floor meeting.

### **Fire Alarms & Fire Safety Equipment**

- Students may not disregard a fire alarm or fail to evacuate a building in which a fire alarm is sounding, regardless of its nature (drill, false alarm or actual alert).
- Tampering with fire safety equipment (e.g., fire alarms, extinguishers, smoke detectors, sprinklers and emergency exit signs) is an exceptionally dangerous practice and represents a serious breach of community safety standards.
- Failure to evacuate and tampering with fire safety equipment are violations of the "Code of Student Conduct".

### **Fire Drills**

- Fire drills are intended to familiarize you with the sound of the fire alarm, the location of emergency exits and the procedures for evacuating the building.
- During the year, several unannounced fire drills will be scheduled.
- During drills, student rooms will be randomly checked to insure compliance with evacuation requirements and fire safety regulations. Individuals who have failed to evacuate or who violated University fire and safety regulations will be documented and will be subject to disciplinary action and/or a fine.
- When you have guests, familiarize them with the location of fire exits and evacuation procedures. Guests should be registered with your RA, so they can be accounted for in the event of a fire emergency.

### **Avoid Fire Hazards**

- **Electrical Overload:** Overloaded circuits, worn out cords and plugs, and high voltage appliances can cause fires. Always use UL approved items and avoid overusing extension cords. Check the Blue Book for a summary of appliances approved for use in the apartments and residence halls.
- **Open Flames:** Possession or use of candles, incense and flammable liquid is prohibited in the residence halls and apartments.
- **Obstacles:** Leaving bikes or furniture in doorways, hallways or stairwells creates a fire safety hazard and is defined as a "dangerous practice" within the "Student Code of Conduct".
- **Propping Fire Doors:** Fire doors close automatically when the fire alarm is activated. This prevents the stairways from acting as a chimney and spreading smoke and fire through the building. PROPPING OR BLOCKING FIRE DOORS is dangerous and a violation of the Student Code of Conduct.

## HOUSING CALENDAR

### **Break Periods**

Students are not permitted to remain in the residence halls during semester break periods or during “Senior Week” (the week prior to the University’s Commencement Exercises) without authorization from Residence Life. Requests must be in writing via NOVASIS and must state the reason for the request. Residence Life reserves the right to approve or deny requests as necessary. Residents who attempt to remain in the halls without authorization are subject to disciplinary action and/or per diem fines. Depending on the length of the break and the demand for housing, students may be permitted to remain in their current housing assignment or may be asked to consolidate into another hall for reasons of safety and security. The schedule for the opening and closing of residence halls during semester break periods shall be determined by Residence Life. All University policies and the provisions of the housing contract remain in effect for all students remaining on campus during break periods and “Senior Week”.

### **Academic & Housing Calendar 2009 - 2010**

**Please consider the following dates when making travel plans and reservations.**

#### **Fall Semester 2009**

August 19 (Wednesday)	New Student Check-In
August 20-23 (Thurs. - Sun.)	New Student Orientation
<b>August 22-23 (Sat. &amp; Sun.)</b>	<b>Upper-class Check-In*</b>
August 24 (Monday)	Classes Begin
September 7	Labor Day - No Classes
October 10 (Saturday)	Residence Halls Close at 12 Noon for Fall Break
October 18 (Sunday)	Residence Halls Re-open at 12 Noon
October 19	Classes Resume
November 24 (Wednesday)	Residence Halls Close at 12 Noon for Thanksgiving Break
November 29 (Sunday)	Residence Halls Re-Open at 12 Noon
November 30 (Monday)	Classes Resume
December 11 (Friday)	Reading Day
December 12-18 (Sat.—Fri.,)	<b>Final Examinations**</b>
December 19 (Saturday)	Residence Halls Close at 12 Noon for Winter Break

**Please note: All students are expected to depart from their residence halls 24 hours after their last examination.**

**\*IMPORTANT NOTICE:**

For reasons of security, safety and planning, Residence Life **will not** permit students early access to residence halls/apartments unless a University staff or faculty member has officially requested their participation in an approved, University-sponsored and supervised activity.

In the event a student's family cannot drop-off their belongings during regular check-in, Residence Life will make arrangements to store belongings in the on-campus temporary storage facility. While students may make arrangements to drop-off their items in summer storage, they will not be permitted to remain in on-campus housing assignment and must make alternative housing arrangements.

Students with travel concerns should contact Laura Orr at [laura.orr@villanova.edu](mailto:laura.orr@villanova.edu) or 610-519-4150 to set-up a time to drop their items off at storage. Students will be able to retrieve their belongings from storage during regular check-in hours.

**Spring Semester 2010**

January 9 (Saturday)	Residence Halls Re-Open at 12:00 Noon
January 11 (Monday)	Classes Begin
January 18 (Monday)	Martin Luther King Celebration – University Offices Closed
February 27 (Saturday)	Residence Halls Close at 12:00 Noon for Spring Break
March 6 (Saturday)	Residence Halls Re-Open at 12 Noon
March 8 (Monday)	Classes Resume
April 1 (Thursday)	Residence Halls Close at 12 Noon for Easter Break
April 5 (Monday)	Residence Halls Re-Open at 12 Noon
April 6 (Tuesday)	Classes Resume
April 30 (Friday)	Reading Day
May 1—8 (Sat.—Fri.)	Final Examinations
May 9 (Sunday)	<b>Residence Halls Close at 12:00 Noon*</b>
May 15-16 (Saturday & Sunday)	Commencement Exercises
May 17 (Monday)	<b>All Halls Close at 12 Noon</b>

**\* All students, except those approved to stay on campus for Commencement activities, are expected to depart from their residence halls 24 hours after their last examination. Students who remain on campus for Commencement activities MUST vacate the halls by 12 Noon on Monday, May 17, 2010.**

