GENERAL INFORMATION

Making Yourself at Home
Your residence hall is your home during your stay on campus. Quinnipiac supplies your room with a bed, dresser/wardrobe, desk and chair. To make yourself comfortable, you should bring extra-long twin sheets, pillow, curtains, towels, blankets, lamp, light bulbs and, if desired, rugs and extra furnishings. All university-supplied furniture must remain in the living unit. All common building furniture, including lounge, suite and apartment furniture must remain in the respective common areas.

Most residence areas are equipped with a variety of vending machines (water, juice, soda, candy). Washers and dryers are provided in each residence area. Apartment-style housing units are equipped with kitchenettes. Study lounges are located in Irma, Dana, the Complex, the Commons, the Ledges, the Crescent, Westview and Eastview.

Statement of Responsibility
Each student is required to agree to the Quinnipiac University Statement of Responsibility at the time they move into the residence hall. Incorporated into the housing contract, this document explains the expectations and responsibilities of the condition of their living unit.

Residence hall rooms are inspected for damage prior to opening at the beginning of the fall semester. If a student finds damage in the room at opening, the student should contact the residence hall staff by the end of the second week of classes. It is the responsibility of the student to report damage in the beginning of the year as well as damage that occurs throughout the year.

Work Request Systems
Quinnipiac students have access to both an online Facilities Work Request System and a Computer Help Desk Work Request System through the MyQ portal. If you experience a problem with your computer, room phone, cable or Internet connection, you should submit a work request through the Computer Help Desk web page and a professional from that department will address your concerns. If you are having a problem with something in your room (i.e., the light bulb has burnt out), you can submit a work request through MyQ. Work requests are handled as quickly as possible, usually within 24–48 hours. Students living in university-owned houses will find the off-campus work request form in the Residential Life section of the MyQ portal. Work requests for laundry rooms are submitted directly to the laundry vendor except in certain off-campus properties.

QCard and Key Procedures
Students use their QCard to gain access to their hall and room. Students’ QCards are activated at the start of the academic year and remain active when the residence halls are officially open. Students should be aware that their cards will not be active to access their hall or room during vacation/break periods (except in the senior housing area). If you lose your QCard, you must go to the QCard Office, located at Administrative Services in the library, during business hours to obtain a new QCard. Students will be charged the current fee for replacing lost, stolen or damaged cards or keys. Students must carry their QCard with them at all times.

Lockouts
In the event you find yourself locked out of your building or room, contact the office of Residential Life. After hours, you should contact the RA in central duty on your appropriate campus:
Mount Carmel Campus: 203-582-8622
York Hill Campus: 203-582-8291
Each resident student will be permitted two lockouts per academic year. The Office of Residential Life reserves the right to charge $25 for each additional lockout.

Roommates
One of the most important experiences you have in college involves your relationship with your roommate(s). Incoming students can select one roommate when signing up for housing or will be matched with a roommate according to the information provided in the housing preferences questionnaire. As returning students, you have the opportunity to choose your roommate(s). All first-year residents will be required to complete a room and/or suite contract within the first three weeks of the fall semester. Successful group living is built upon mutual respect and respect for the rights of the individual. As guidelines, we offer the Roommate Bill of Rights. Violation of the Bill of Rights is handled by the residential life staff and may result in student conduct action or a new room assignment. This decision is made at the discretion of the director of residential life or designee.

Room Selection
Room selection is done through a lottery process in the spring semester (fall semester for rising seniors). Information and materials regarding this process will be distributed to all resident students in advance. Students participating in the process must have paid their housing deposit and complete the housing contract on time to be eligible to return to the residence halls. Students studying abroad for a semester are eligible to live in housing upon their return. Residential Life cannot hold a room during the fall semester or reserve a space for an entire year.

Room Change Procedure
Students are permitted to change rooms on a space-available basis. Prior to any room changes, students need to meet with their resident assistant and residence hall director. A member of the Residential Life staff will assist with the next appropriate steps. Students will be encouraged to talk to roommates first regarding minor conflicts. The university reserves the right to fill any vacancies that occur in student rooms. Students changing rooms should go to the Office of Residential Life to have their QCard access changed.

Vacant Spaces
Students must ensure that vacant spaces in their assigned room are clean and ready for new residents. Once a student is assigned to a vacancy, they may begin moving within a few hours. It is imperative that available spaces are in move in condition. Move in condition means that the furniture is in its original configuration. Available beds, wardrobes, desks, and chairs are free of any belongings, and in suites or apartments, located in their assigned bedrooms.

If a student visits your room or contacts you about moving into a vacancy in your room, it is our expectation that you will be welcoming and kind.
Unless you are assigned to a designated single room, any vacancies can be filled by the Office of Residential Life at any time.

**Medical Accommodations**

Students who request housing accommodations must complete a housing accommodations form that is available online on MyHousing. Individual student requests will be reviewed by staff members in the office of student accessibility. Questions may be directed to the office at 203-582-7600. New students needing accommodations must complete paperwork by June 23; returning students need to submit paperwork by March 1.

**Residence Area Closing**

The residence areas shut down over vacation and recess periods. With the exception of those who are approved to remain on campus, students must vacate the residential areas. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action. The Office of Residential Life reserves the right to charge students who arrive early or stay late during break periods.

**Non-Quinnipiac Housing**

The Office of Residential Life maintains a list of local properties available for rental, which is available through the MyQ portal. These facilities are not owned by Quinnipiac University and Quinnipiac University is not responsible for them.