


# First-Year Student



## Residence Life Move-In Guide 2025



# Before You Arrive

## Packing List

We've put together a list of items that we recommend bringing with you and items that are better left at home. When choosing decorations for your room, keep in mind that they must be removable without damaging walls and will not pose a fire hazard.

## Know The Policies

On-campus residents must comply with the expectations and policies associated with living on the Brescia University campus. Visit the policies page on our website to review these documents before you arrive.

Learn More At:

[www.brescia.edu/housing-policies-2](http://www.brescia.edu/housing-policies-2)



## Personal Property Insurance

Brescia University students and guests must take responsibility for their property, including computers and automobiles. Brescia carries no insurance to cover student losses even in case of fire, theft, or other disasters.

## Tobacco And Smoking Policy

In October 2014, the Brescia University Board of Trustees approved a Smoke-Free Campus policy. In accordance with ordinances enacted by the City of Owensboro, smoking is not allowed on campus or within 25 feet of an entrance to any campus building, including residence halls. This policy includes public sidewalks which may be adjacent to Brescia building entrances. Please note that this policy also includes Vaping.

# Property Insurance Info



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## Why Renters Insurance?

Replacing a TV, laptop, furniture, and appliances can be pricey without insurance. Even small incidents can quickly add up.



## Meet your lease agreement requirements

Provide proof of coverage to your landlord or housing director.



## Add a roommate

You can add a roommate to your policy at no extra cost!



## For parents sending kids off to school

Purchase coverage on their behalf. Rest easy knowing that your student is covered!



Get a **FREE** Quote!



**nssi.com/renters**





# Pack It or Leave It?

## Consider Bringing

### IDENTIFICATION

- Photo ID, driver's license
- Checkbook, Social Security card
- Insurance cards
- Passport/visa

### ROOM SUPPLIES

- Pillows, sheets, and bedding (twin XL)
- Foam mattress pad
- Area/throw rugs
- Non-halogen lamp
- Alarm clock
- Flashlight
- Full-length mirror
- Clothing hangers
- Trash can(s)
- Food storage containers
- Microwaveable dishes
- Silverware, can opener
- Keurig Coffee Maker
- Posters, photos
- Dry-erase board
- Calendar or planner
- Refrigerator (4.5-4.8 cubic ft)
- Backpack
- Personal fan
- Umbrella, rain boots/jacket
- Battery powered lights

### BATHROOM SUPPLIES

- Towels, wash cloths
- Toilet paper (suite-style)
- Bath mat (suite-style)
- Cleaning supplies (suite-style)
- Shower caddy (community-style)
- Shower shoes (community-style)

### LAUNDRY & HYGIENE

- Detergent
- Fabric softener/dryer sheets
- Laundry bag/basket
- Clothing iron (auto-off)
- Soap, shampoo, toiletries
- Toothbrush, toothpaste
- Prescription/over-the-counter medications
- Thermometer, first aid kit
- Disinfectant spray/wipes

### ELECTRONICS

- Computer, charger
- Ethernet cable
- Calculator
- Cell phone, charger
- Power strip & surge protector
- Gaming system
- Music player/radio
- Blu-ray player
- TV and Streaming Device
- Personal printer (wired)

## Do Not Bring

- Microwave
- Lava lamps, halogen lamps
- Alcoholic beverages
- Alcohol containers or paraphernalia
- Tobacco products
- Illegal drugs
- Marijuana (including Medical Marijuana)
- Drug paraphernalia
- Candles and Wax Melts
- Incense, fireworks
- Heaters/heating units
- Cooking appliances
- Toaster ovens, pizza ovens
- Air fryer, hot plate
- Water beds or bed lofts
- Weapons (or anything that could be construed as a weapon)
- Pets (fish are allowed in a 10-gallon tank or less)
- LED Lights (they ruin the paint in the residence hall rooms)
- Hoverboards or Drones





# Move-In Day

## How to Move-In

Check-in for Merici/Saffer will be located in front of Merici Hall located at 205 W. 8th Street. Please enter the street from Allen Street, as we will have traffic flowing one way during move-in. You will need to move your vehicle from the street immediately once your items have been unloaded from the vehicle.



## Move-In Assistance

Each August a crew of students and staff joins together to welcome our Bearcats to campus and assist them in moving their belongings into their residence hall. You are welcome to bring your own dolly/cart to assist with move-in.

## Move-In Date & Times

Move-in for Freshman will be on Friday, August 8th. Move-In will take place from 8:00 AM to 11:30 AM.

## Dining Info

Brescia University meal plans will be activated on Friday, August 8th. Your Brescia ID Card will be activated and you will be able to swipe to enter the O'Bryans Dining Hall in the Moore Center.





# Move-In Day FAQs

## Room Information

### Bed/Bedding Information

- 80" long
- Twin XL sheets

### Window Information

- Blinds are provided
- Merici Windows are 71" x 49"
- Saffer Windows are 47" x 52"
- Tension rods are to be used to hang curtains in the room

### Closet Information

- Merici closets are 41" x 74" if you choose to hang a curtain on your closet

### Room Sizes - Single

- Merici Single are 8'x13'
- Saffer Single are 8'x13'

### Room Sizes - Double

- Merici Double are 13'x13'
- Saffer Double are 13'x13'

## FAQ Website



## Microwaves

There are microwaves available in the kitchenettes and lobbies throughout the halls. Students are not permitted to have a personal microwave in their room.

## Visiting hours

Visiting hours are from 11:00 AM – Midnight Sunday through Thursday and 11:00 AM – 2:00 AM on Friday and Saturday. For security purposes, all visitors are required to check in through the online guest form.

## Overnight Guests

Overnight guests must be approved in advance by the Office of Residence Life. Please contact the Director of Residence Life for more information via email at [Melissa.Scuderi@brescia.edu](mailto:Melissa.Scuderi@brescia.edu)

## Refrigerators

Students should keep the size of the refrigerator below or as near to 4.5 cubic feet as possible. Manufacturers change the sizing yearly and currently units as large as 4.8 cubic feet will be accepted.





### Academic/ Administrative

- 1 Student Services Center  
(Office of Financial Aid)
- 2 Roy and Victoria Duffy Roberts  
Center for the Sciences  
(Taylor Lecture Hall)
- 3 Alumni Hall
- 4 Bartholomy-Taylor Hall
- 5 Fr. Leonard Alvey Library
- 6 C.E. Field Center  
for Professional Studies
- 7 Clay Lab

### Residential Areas

- 1 Trustees Hall
- 2 Young Hall
- 3 Ursula Hall
- 4 Barrow Hall
- 5 Philby Hall
- 6 Merici Hall
- 7 Saffer Hall
- 8 St. Joseph Hall
- 9 Greenwell Hall
- 10 Reisz Hall
- 11 St. Ann Hall

### Student Services

- 1 Moore Center  
(Office of Admissions)
- 2 Chapel



= Accessible Entrances



= Campus Parking



# BRESCIA UNIVERSITY Campus Map



# On-Campus Parking

## Move-In Day Parking

We will provide your car with an unloading pass to be placed in your vehicle. The pass is only valid as you unload your vehicle. Once unloaded you will be directed to park on-campus.

During move-in, you will be allowed to park in any residence hall parking lot, but will need to move your vehicle away from the unloading zone once you are finished. You will NOT need to have your permanent parking pass on move-in day.



## Parking Passes

Parking permit may be obtained, free of charge, at the Office of Student Affairs at the start of each semester. Students may park, with a University parking permit, in all campus lots except the faculty lots behind the Science Building and behind the Library. Residents of Merici and Saffer halls are encouraged to park in the lot in front of Merici, off of Ninth Street.

Please be aware that the make & model of each vehicle as well as the license plate # will be needed to obtain a parking pass.





# Services & Amenities

## Sign Up for Property Insurance

Brescia University is not responsible for loss or damage to your personal items. We highly recommend renter's insurance if personal items are not covered under your family's insurance plan. We have partnered with NSSI to provide our students an affordable option for property insurance. Find out more by visiting [www.nssi.com/home](http://www.nssi.com/home)

## Maintenance Requests

All routine, non-emergency work can be requested via an online form. Scan the QR code below to access the form.



Emergency work can be called into the RA On-Call Phone at 270-231-2113. Residents can reach out to their RA or the Department of Residence Life 24/7 via phone at 270-686-4324.

## Mail & Packages

Mail is sorted and placed in mailboxes by the mailroom on campus. Packages are also delivered to the mailroom. Once packages arrive, you will be notified via your Brescia email to be picked up.

Your mailbox will be assigned and provided to you after move-in.

Your on-campus mailing address is:

Student Name  
Brescia University  
717 Frederica Street  
Owensboro, KY 42301







# Important Info

## Safety & Security

Residents are asked to watch out for and protect their “home away from home” and the members of their community. All residence hall exterior doors are only accessible by residents of that building, using their access card.

Allowing someone to enter behind you without a resident escorting them or without using an access card, should be actively discouraged by all residents. Students should lock the door behind them when they go out (even if they just go down the hall) and when they are sleeping. Never loan out your key or access card to someone else.

## Barney See, Barney Do

We ask all of our residents to be part of the Campus wide campaign, “Barney See, Barney Do” to promote bystander awareness and campus safety. This campaign encourages the Brescia Community to contact the Campus Security phone number in the event of an emergency, suspicious activity, or if they are in need of assistance.

The campus security is staffed by NightHawk and can be reached at 270-686-4300.

## Student of Concern

Brescia University provides an avenue open to all Faculty, Staff, and Students to submit a Student of Concern form that notifies specific offices on campus to assist students needing additional assistance in academics or personal matters. To file a Student of Concern form scan the QR code:



## Laundry

Laundry rooms are available in all residence halls. The washers and dryers are high efficiency (HE) machines, so we recommend bringing HE certified detergent. Laundry is free for all students.

## Furniture

Each residence hall student has an 80” extra-long twin-size bed, drawer space and an area for hanging clothes. Each student will have a desk and chair. All furniture that is provided must stay within the room upon move-in.



# Important Info



## Fees & Payments

Housing and meal plan fees will be placed on the student's university account in August for the fall and in January for the spring.

Your housing and meal plan can be paid for online or in-person with the cashier in the Student Services Building on-campus.

## ID Card

ID Cards are issued at Orientation. ID Cards allow our students to access all buildings on-campus, including our academic buildings. Lost ID cards should be reported immediately. ID cards are replaced for \$25.00 and are made in the Moore Center office of Student Affairs.

## Staffing the Halls

### Director of Residence Life

The Director of Residence Life is a full time professional staff member that supervises the Resident Assistant staff while working with campus partners to provide living learning environments for students.

### Graduate Assistant (GA)

The Graduate Assistant is a graduate student that assists in supervising the Resident Assistant staff as well as working with the department on programming initiatives and serving in on-call rotation to serve the residents.

### Senior Resident Assistants (SRA)

Senior Resident Assistants are returning RAs that provide on-call services to residents, assist in programming for our campus and provide peer to peer learning and accountability for the Resident Assistant staff. SRAs live amongst our community to help provide additional support to our Freshman students.

### Resident Assistants (RA)

Resident Assistants are students that live in amongst the community to assist students with navigating campus life, to handle maintenance concerns, and to provide on-call services for residents. They are trained to build community, to navigate campus, and more!

# Extended Breaks

## Extended Breaks

Residence Halls close for Fall Break, Thanksgiving, Christmas, Easter, and Spring Break (check the academic calendar for specific dates). During these times, students are expected to leave the campus. Students who must, for appropriate reasons, remain on campus over vacation periods are to make arrangements with the Director of Residence Life. During the closure times there is no food service, no visitation, and no receptionist on duty.

### Fall 2025 Dates

#### Fall Break

Close: 6:00 PM, Tuesday, October 7<sup>th</sup>  
Open: 10:00 AM, Sunday, October 12<sup>th</sup>

#### Thanksgiving Break

Close: 6:00 PM, Tuesday, November 25<sup>th</sup>  
Open: 10:00 AM, Sunday, November 30<sup>th</sup>

#### Winter Break

Close: Noon, Friday, December 5<sup>th</sup>  
Open: 10:00 AM, Sunday, January 11<sup>th</sup>



### Spring 2026 Dates

#### Spring Move-In

Open: 10:00 AM, Sunday, January 14<sup>th</sup>

#### Spring Break

Close: 6:00 PM, Friday, March 6<sup>th</sup>  
Open: 10:00 AM, Sunday, March 15<sup>th</sup>

#### Easter Break

Close: 6:00 PM, Wednesday, April 1  
Open: 10:00 AM, Monday, April 6

#### Closing of Res Halls

Close: Noon, Friday, May 8<sup>th</sup>



# Getting Connected FAQs

## Brescia Email Information

A Brescia University email account has been set up for you.

To set your initial account password:

1. Browse to <https://passwordreset.microsoftonline.com>
2. Enter your Brescia University e-mail address ([Firstname.Lastname@brescia.edu](mailto:Firstname.Lastname@brescia.edu)) and the CAPTCHA code
3. Select “I forgot my password” and click next.
4. Follow the instructions to reset your password using your alternate e-mail address (the email you're using now for this email)

To access your Brescia e-mail:

1. Open a web browser and go to <https://www.brescia.edu>
2. Click on the WebMail link at the bottom of the page
3. At the Microsoft logon page, enter your Brescia University e-mail address ([Firstname.Lastname@brescia.edu](mailto:Firstname.Lastname@brescia.edu)) and the password you set up in the previous section.
4. You may be prompted to set up Microsoft Authenticator or to provide other information for Multifactor Authentication and Self-Service Password Reset. Follow the instructions on screen.

Note: Your password will expire 120 days after a password change

## Moodle Account

After you access your Brescia email, you can access Moodle online learning management System.

1. Open a web browser and go to: <https://moodle.brescia.edu/>
2. Take your mouse and “click” on the button that says, “BU Microsoft 365”
3. At the top of the page menu, click on “My courses.”





# Getting Connected FAQs

## BEM Connection Information

Accessing BEM for schedules, degree audits and self-registration

- Open a web browser and go to [bem.brescia.edu](http://bem.brescia.edu)
- Your username is [firstname.lastname@brescia.edu](mailto:firstname.lastname@brescia.edu)
- Your password will be the same password you set up for your Brescia University student email account.

## IT Help Desk

The Brescia University Information Technology department has put the following procedures in place to offer the support you need in an efficient and timely manner.

To request support or report a problem please do one of the following:

1. Fill out a support ticket.
2. Call the IT department at extension 4186 (on campus only) or 270-663-4186 (off campus) and submit your request/report over the telephone.

# Getting Connected FAQs

## Student WI-FI Information

Full coverage of outdoor areas on campus and inside most all academic buildings on campus are available for wireless access.

Your username to login to the wireless network on campus is your Brescia University email address and your password is your Brescia University email password.

If you have issues connecting to the wireless network please visit the helpdesk and submit a ticket.

## HelpDesk Request



## What about Ethernet?

Residence Hall Room Ethernet Connections - All residence hall rooms are wired for Ethernet, which requires an Ethernet card to establish a connection. All residence hall rooms are equipped with at least 1 activated port.

- Go to the IT Helpdesk and click submit ticket
- Fill out the request ticket. Be sure to include your name, room number, type of console, and its MAC address.
- Plug the game console into the Ethernet jack in your room using a Cat-5 Ethernet cable.

When you plug the game console into the data jack in your room using a Cat-5 Ethernet cable, the DHCP client on your game console will automatically receive IP address information from the DHCP server.

# Getting Connected FAQs

## Video Game Devices & Other Non Computers

The Brescia University Information Technology Department will assist students with connecting wired entertainment devices which are compatible with the institution's network hardware. Wired entertainment devices are limited to one per wired network connection where connections are available.

The IT department reserves the right to decline setting up any device which may use excessive re-sources or cause interruptions the resources provided. Maintenance requests may be submitted by residents to their RA or to the Director of Residence Life who direct these to the appropriate department. A submitted request gives maintenance staff permission to enter the student's room or apartment for repairs.

## HelpDesk Request



## Streaming Devices

Want to stream your favorite TV shows? Have a Netflix series you can't miss? Our IT Department has a way for you to have a pleasant streaming experience.

Wired devices will give a better entertainment experience and are preferred. Wireless devices, such as Roku and Fire TV Sticks can be used if they have captive portal capability, but the experience will be much more pleasant with a wired device (a wired adapter can be purchased for Fire TV sticks for around \$30-45).

IT does assist as much as possible and attempt to find wired adapters for wireless entertainment devices, but we do suggest using the wired connection over a wireless connection for entertainment devices.