

How To Register for a Residence Hall Room

I. Reservations NOT required – MUST reside in the residence hall

1. There is no need to register for a room for the following classes as their rooms are block scheduled in advance since they are required to stay at Thompson Hall.
 - Academy of Police Supervision
 - Court Security Officer Basic Training
 - Criminal Justice Executive Development
 - Kentucky Criminalistics Academy
 - Law Enforcement Basic Training
 - Public Safety Dispatch Academy
2. Students staying for multi-week classes will keep the same room for the duration of their stay.
3. All information concerning housing pertaining to these classes is contained in the paperwork received from DOCJT regarding the student's acceptance into the class. No further action is required.

II. All other classes – Housing not automatically provided – Reservations needed

1. Students on an approved DOCJT class roster may request housing using one of the following methods:
 - Register on-line at <http://docjt.ky.gov/dorm> OR
 - E-mail the request to: docjt.dorm@ky.gov OR
 - Call Thompson Hall at 859.622.1703
 - Fax your reservation request to 859.622.8638
2. Housing reservations are confirmed on a first come first served basis. The earlier your reservation is received, the better chance of being approved for housing.
 - **Cancellation of Room Request** – DOCJT requires a 48-hour notice for cancellation of reservations. Cancellation notification can be made by phone at 859.622.1703, faxed to 859.622.8638 or e-mailed to docjt.dorm@ky.gov. I will provide a 48-hour notice of cancellation to make space available for others to utilize.
 - **Check-In** – Student rooms will be available beginning at 5 PM on the day prior to class start date. Students are required to show a picture ID for check-in.

You may also check-in	Sunday	5 PM to 10:30 PM
	Monday –Thursday	7 AM to 10:30 PM
	Friday	7 AM to 3:30 PM

The front desk is closed for dinner break from 7 PM to 8 PM, Monday – Thursday

- **Double Occupancy** – All rooms are double occupancy. NOTE: Students are assigned a roommate of the same gender from the same class. Roommate requests are accepted.
- **Checkout** – Students are required to check out at the Front Desk between 7 AM and 8 AM the morning of the last day of class to allow preparation for the next occupant.
- **Room Features** – Each room has a ¾ bathroom (e.g., commode, shower [no tub], and double- vanity sinks) and furnished with a telephone and two of the following: twin-size extra-long bed, nightstand, dresser & desk.
- **Provided to all** – Room keys and security FOB.
- **Provided upon request** – Pillow, pillow case, fitted sheet, flat sheet, blanket, network cable for filtered internet access (own computer required) and a TV cable to access the ECU “free” cable network.
- **Not Provided** – Alarm clock, television, refrigerator, towels, wash cloths, clothes hangers, long distance telephone service or other sundries. No housekeeping services are available.
- **Not allowed in Thompson Hall rooms** – Candles, incense, open burner appliances, microwave ovens
- **Amenities** – Soft drink vending machines, ice machine (no ice buckets, bring your own container), snack vending machines, coin-operated washers & dryers, irons & ironing boards (in laundry). Microwaves available for use in break rooms.
- **Video Security Monitoring on Premises** – Video monitoring is conducted within the hallways and common areas of Thompson Residence Hall for the safety and security of its residents.
- **Thompson Residence Hall is an Alcohol and Tobacco-Free Facility** – This policy includes smokeless tobacco products. A designated smoker’s shelter is available in the back of the Residence Hall where the two building wings meet.

Wired Internet access is currently available for recruits and student residents in the DOCJT Thompson Hall dormitory. Wireless Internet access is available only in the lobbies on each dormitory floor. Login names and passwords are required and can be obtained at the front desk of the Thompson Hall dormitory.

To meet security standards, a login client is temporarily installed on each computer. It is important to note that all Internet activity is monitored with content filtering software. Network connection cables are available at the front desk. If you have any questions regarding connectivity you may contact the DOCJT Computer Section at 859.622.5876 or email docjt.helpdesk@ky.gov.

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