



CHECK IN INFORMATION FALL 2011

Freshmen and Transfer Check In Day is Wednesday, August 17, 2011 from 10am – 6pm

Returning Residents may begin checking in on Thursday, August 18, 2011 from 10am-6pm

We cannot accommodate early arrivals. Please make hotel arrangements for earlier arrivals prior your scheduled arrival.

Martin Hall: Martin Hall Area Office

Argo Hall: Argo Hall Area Office

Pace Hall: Pace Hall Area Office

Heritage Hall: Heritage Hall Area Office

Village East: Village East Clubhouse

Village West: Village West Clubhouse

Southside Village Check In: August 17-21, 2011, from 10am to 6pm in the following locations:

- **Wednesday, August 17, 2011:** Bldg 22, Commons Auditorium
- **Thursday, August 18, 2011,** Bldg 22, Conference Center lower lobby (in front of elevators)
- **Friday, August 19, 2011:** Building 22, Conference Center lower lobby (in front of elevators)
- **Saturday, August 20, 2011:** Building 28 Southside Area Office
- **Sunday, August 21, 2011:** Building 28 Southside Area Office

Parking on the grounds, sidewalks and near the buildings is prohibited. You may only park in parking lots in parking spots. If you have access to a hand truck or a cart with wheels, you may wish to bring it with you to help with moving your belongings from the vehicle to the assigned space. You may want to bring along some family or friends to help you move in. Your welcome letter contains your assignment information. ***Please notify us if you plan on arriving after August 22, 2011, so we can work with you regarding the space we have assigned to you.***

New Residents must contact their Resident Assistant soon after check in. **Your RA will be a very important resource. Please take a few minutes to get to know this person and the staff right away.** The Graduate Hall Director (HD) and Full-time Residence Life Coordinator (RLC) live in the building and oversee the administration of the area, programming and activities, plus supervision of the RA and the Student Assistant staffs.

What you will receive when you get here:

You will receive these items when you check-in:

1. Key(s) to your room/area.
2. A Room Condition Report (RCR), which is to be completed and signed before you can move in. You must check the room before you move in to ensure that the RCR is accurate. This form will be used at check-out to assess if any damages have occurred.
3. Student Planner and Handbook .
4. Residence Hall Association (RHA) and University Housing programs/activities information.
5. University Housing Hurricane/Threatening Weather brochure.

Immunization Requirements:

Florida State Law requires that all students residing on-campus in the Residence Halls and/or the University Village Student Apartment Community provide proof of immunization for Meningitis and Hepatitis B *or* sign a waiver indicating their informed decision not to be vaccinated. Information regarding the diseases can be found on the following websites:

Meningitis: www.cdc.gov/ncidod/dbmd/diseaseinfo

Hepatitis B: www.cdc.gov/ncidod/hip/Blood/HepatitisB.htm

The UWF Student Health Center is equipped to provide the vaccinations for a minimum charge to registered students. If you have questions regarding the vaccinations, please contact the UWF Student Health Center at (850) 474-2172. Students wishing to complete an Immunization Waiver Form and who did not do so during Student Orientation, may do so when you arrive on campus for Check-in, **at the UWF Student Health Center, Bldg. 63.**

Contacting your roommate:

Meeting and living with your new roommate is an exciting event that can enhance your college experience. We encourage you to contact your new roommate as soon as you receive the notification. The two main reasons you want to make this initial contact is to introduce yourself and get to know each other a bit and coordinate with your roommate what items each of you wishes to bring.

It is natural to feel a little apprehensive about speaking with a new roommate for the first time. We find it is easier if you can be upbeat, positive, and respectful of your roommate's right to their opinions. Expect some differences and keep an open mind. The most important goal of the conversation should be to establish good communication between your roommate and yourself so you have a base to build upon when move-in day arrives. We make every attempt to include roommate information on the assignment notification letter, however sometimes for various reasons we cannot. You will receive the specific room number and telephone number at check-in. Due to our summer conference schedule we aren't able to show students their rooms during the summer months.

Furnishings:

Argo Hall, Martin Hall, Pace Hall, Heritage Hall and the Southside Village have furniture for each resident. There is a desk, desk chair, bed, and dresser. Beds can be bunked or adjusted in height. Each mattress is a twin extra-long (36" x 80"). Remember though, at move-out all furniture will need to be returned to the original configuration.

University Village Student Apartments have furniture for each resident. There is a desk, desk chair, dresser drawers and an adjustable bed. The common area and kitchen have a sofa, cushioned chair, coffee table, additional table and some additional chairs for this table.

Don't try to bring everything you own. You can always get it later. Not all residence halls have elevators, so it is better to pack a number of moderate sized boxes that can be handled by one person rather than a few large ones. There is no storage space in University Housing.

Laundry:

Washers and dryers are available for use by University Residence Hall and Student Apartment residents only. Martin Hall, Pace Hall, Argo Hall, Heritage Hall and the Southside Village areas have high efficiency Front Loader machines.

Cable:

University Housing provides basic cable television in all residence halls and student apartments. Residents who wish to take advantage of this service should bring a cable-ready television and a cable cord with them.

Internet Connection

Each room in Argo, Martin, and Pace Halls, Heritage Hall, Village East and Village West Student Apartments has an Ethernet connection for each resident. You should ensure that your computer has an Ethernet port and bring a short Ethernet cable to connect your computer to the UWF computer network. Southside Residence Halls have wireless access and your computer must have a 802.11b or 802.11g device to connect to the wireless internet. Configuration guides and assistance will be available at check-in.

Things You May Bring From Home:

- Extra long twin sheets (36" x 80") & bedding, including mattress cover and pillow
- Surge protectors/Power strips
- Bath and toiletry supplies, toilet paper, towels, shower supplies, cleaning supplies, shower mat, plunger
- Television with TV cable, Computer, Alarm clock
- Telephone
- Supplies for light food preparation (small George Foreman Grill and/or a coffee pot). *Residence Hall rooms are not intended to be used as a primary cooking space.*
- First Aid Kit, thermometer, all OTC and Prescribed medications
- Flashlight & batteries
- Waste basket
- Umbrella
- An Ethernet Cable or Wireless Card for Southside residents
- Hangers
- Quarters for laundry machines
- Study/desk lamp (non-halogen)
- Shower curtain and hooks
- Small vacuum
- Iron/small ironing board
- Masking tape-easily removable, painters tape (*We cannot permit items which cause large holes or marks on the walls.*)

Things to Leave at Home (list is not intended to be exhaustive in nature; it simply provides guidelines for living in a community environment). A comprehensive list is contained in the *Standards for Community Living 2010-2011* on the Housing Web Page:

- Pets (except for fish in tanks no larger than 10 gallons)
- Routers or Servers
- Halogen lamps
- Excessive amplified equipment and percussion instruments
- Weapons (any type of knives, weapons, bow & arrow, firearms, water guns, other weapon-like devices)
- Fireworks, candles, incense, chemicals or illegal substances
- Toasters, hot plates, cooking equipment with open elements and/or open flame areas
- Concrete blocks and bricks
- Darts/Dart boards, other game-like items which have potential to cause property damage
- Waterbeds
- Furniture, beds, futons, dressers, sofas
- Free weights
- Paint/Wallpaper/Boards/Paint supplies
- Multi-plug adaptors and extension cords
- Refrigerator or Freezer (one is provided)
- Microwave (one is provided)
- Space heater
- Nails/screws/thumbtacks
- Air Conditioning units (provided)
- Double-sided tape
- Scuba tanks and equipment/spear guns/cutlery/knives
- Grills, grilling items, flammable items/liquids/hazardous liquids or chemicals
- Liquor/Alcohol bottle collections are prohibited
- Antennas/Satellite dish or other such equipment
- Road signs, strings of lights, large neon lights

Microwaves & Refrigerators:

Each room in Argo, Martin, Pace and the Southside residence halls have a Microfridge unit. A Microfridge contains a separate refrigerator, freezer, and microwave unit. The University Village Student Apartment kitchens are furnished with a refrigerator, microwave, and oven with a stovetop. Heritage Hall is a suite style residential building and will have a small kitchenette with a Microfridge Unit.

Insuring Your Belongings:

The University does NOT provide insurance for your property. Please review your family homeowner's insurance policy or carry your own insurance. For those interested in obtaining coverage information from a student personal property insurance program, National Student Services, Inc., contact information is www.nssinc.com.

Meal Plans:

First Time in College (FTIC) Freshmen required Meal Plans will be added to their student accounts automatically. Any other students interested in meal plans can go to dineoncampus.com/uwf for information and application.

In the event of an overflow this year, a student may be assigned to a triple space. The triple space assigned will become permanent on an as needed basis.

If you are unable to check in on your assigned check in date the offices in your assigned area will be open for check in daily from 10:00am to 6:00pm

Please contact the Housing Central Office at 850.474.2463 or at housing@uwf.edu .