2014-2015 IU Southeast Residence Life & Housing Move-In Information
Welcome to Indiana University Southeast and to the Residence Life community. We hope your experience on campus is enjoyable and that you consider your Lodge your home away from home. The following pages contain important information about move-in day, what to bring, tips for connecting with your roommates, and information about events that have been planned just for you. We encourage you to read everything carefully and contact our office if you have any questions. We look forward to welcoming you to campus on Thursday, August 21st!

**MOVE-IN DAY**

**Date:** Thursday, August 21, 2014  
**Time:** 9:00 a.m.—2:00 p.m.  
**Location:** University Center North 127  

Please follow the link below for a copy of the campus map and directions.  
http://www.ius.edu/about-southeast/on-campus/maps-directions.html

**STEP 1:** Park your car in Lot 4. Do not go directly to your assigned lodge.

**STEP 2:** Go to UC 127 to check-in and receive your room key. Please remember to bring your UCARD (or another form of photo identification).

**STEP 3:** Once you have received your room key, you may move your vehicle to begin unloading your belongings. Parking assistants will be available to help direct you where to park for unloading. Move-In Crew volunteers will help move belongings to your room. Please label all belongings with your last name, lodge, apartment, and bedroom to ensure items are delivered to the appropriate location.

**STEP 4:** After your vehicle is unloaded, IMMEDIATELY exit the designated unloading areas and return your vehicle to Lot 7 or 8 for Forest, Meadow, and Woodland or Lot 1 for Grove and Orchard.

Residents are expected to be checked in by 2:00 p.m. on Thursday, August 21st. After this time, all residents must check-in at the Residence Life and Housing Office located in Meadow Lodge.

Residents are expected to attend their first Lodge Meeting at 4:00 p.m. on Thursday, August 21st and the All-Housing Meeting at 5:00 p.m. All residents are invited to a welcome dinner at 6:15 p.m.
UCARD
You can’t get into your Lodge without it! Bring your UCard (student ID) with you to check-in. If you have a chance before move-in day, stop by the Bursar’s Office to get a special UCard that will allow you access to your Lodge. When you go, tell the Bursar’s Office that you are a residential student and they will produce a special UCard for you.

WHAT TO BRING

Here is a list of recommendations of what to pack for your big move to campus. Don’t forget to talk to your roommates to avoid duplicating items.

- Linens (pillow, blanket, twin extra-long sheet sets)
- Towels and washcloths
- Hangers
- Seasonally appropriate clothes
- Alarm clock
- Automatic shut-off iron
- Laundry basket, liquid detergent only and fabric softener (no bleach)
- Personal toiletries
- Basic first aid kit
- Cleaning supplies including dishwasher detergent, kitchen surface cleaners, bathroom cleaners, vacuum, broom, etc.
- Kitchenware (cookware, flatware, plates, cups)
- Planner or calendar
- Computer with Ethernet cord or wireless access
- Your favorite pictures, posters or other décor
- Television, DVD player, stereo, gaming system

THINGS TO LEAVE AT HOME

- Candles, incense and anything with an open flame
- Flammable liquids
- Halogen floor and desk lamps
- Waterbeds and water-filled furniture
- Pets and live animals, other than approved assistance animals
- Weapons including paintball guns, air soft guns, martial arts weapons and knives
- Fireworks and other explosive materials
- Alcohol or drugs, including empty alcohol bottles
- Bleach
GETTING TO KNOW YOUR ROOMMATES

If you’ve never shared a room, you are not alone. Living with a roommate is a new experience for many students and the anticipation of getting to know your roommates can be both exciting and stressful. Here are some helpful tips to get to know your roommate.

BEFORE ARRIVING AT IU SOUTHEAST
• Call/email/Facebook your roommate. Find out where they are from, their hobbies, things they enjoy doing, and how they plan to get involved at IU Southeast. Talk about who will bring what, including DVD player, common space TV, vacuum, toaster, etc.
• If you live close to one another, you may even want to meet before you get to campus.
• Remember that although Facebook is a great way to get to know your roommate, it does not give you a full picture of the person. Get to know the whole person off-line too.

AFTER ARRIVING AT IU SOUTHEAST
• Discuss expectations with one another. Complete the Roommate Agreement provided to you by your Community Advisor.
• Talk about expectations early including: overnight guests, cleaning schedules, sharing food or supplies, quiet times, etc.
• As you are getting to know someone, it can be easy to lapse into assumptions. As you get to know your roommate, try to go beyond assumptions – there are always more layers to a person than initially meets the eye.
COMMUNITY ADVISORS

The Community Advisors (CAs) are students who live in the Lodges with you and were chosen for their leadership, maturity, and desire to help others. The CAs get to know each student in their community, serve as a resource, plan activities, and facilitate a lodge environment conducive to community living and learning, and familiarize students with University services and regulations. Students who have a roommate conflict or need other assistance should first call their CA for help or guidance.

GET TO KNOW YOUR CA
Forest: Andrew Utley & Kaitlyn Hunt
Grove: JT Jones & Tori Kingsley
Meadow: Ryan Nadler & Mary Dye
Orchard: Emily Ziegler & Angel Russell
Woodland: Trent Wallace & Morgan Heldt-Davis

OPENING WEEKEND EVENTS
*More details will be given at move-in*

Thursday, August 21st
9:00 a.m.-2:00 p.m. - Housing Move-In
4:00 p.m. – Lodge Meetings
5:00 p.m. – Residential student meeting in Ogle/Hoosier
6:15 p.m. – Welcome Dinner on North Lawn

Friday, August 22nd
9:00 a.m.-2:00 p.m. - Induction Day Activities
Late Afternoon/Early Evening:
• Video Games
• Board Games
• Indoor Activities
• Sand Volleyball Tournament

Saturday, August 23rd
10:30 a.m. – Brunch from Bob Evans with the IU Southeast Police
12:00 p.m. – Tours of campus. Bring your class schedule with you.
Evening- Movie Night on the lawn (bring a blanket)

Sunday, August 24th
7:00 p.m. – Lodge Meeting and Ice Cream with your CA
FREQUENTLY ASKED QUESTIONS AND TIPS

CAN I DECORATE MY SPACE?

You are encouraged to personalize and decorate your living space in a reasonable and comfortable manner as long as no damages or permanent changes are made to the structures or furnishings in the room. Do not hang anything on the walls with any type of device that may mark the walls including nails, hooks, screws, or removable hanging strips.

TIP: Begin with the end in mind. At the end of the academic year, you will be checking-out of your apartment. The Residence Life and Housing Staff will assess each apartment for any damage that is above ‘normal wear and tear.’ Make a conscious effort at move-in to ensure that you will not abuse, misuse, or neglect your living space.

HOW DO I HANG PICTURES?

Hanging posters and pictures in your apartment brings life to your room and a touch of home. However, you need to be cautious so the walls are not damaged. To avoid unnecessary charges and damages, you will need to follow these guidelines for how to hang things in your apartment.

TIP: Painter’s “blue tape” is permitted (and recommended) for hanging posters and light-weight items on the walls. A tack strip is available in each bedroom to hang items such as a picture frame.

HOW DO I AVOID A CHARGE?

The following items are not recommended because of the damage that results when used.

- No 3-M strips or adhesive hooks of any sort.
- No Double-stick foam or tape
- Do NOT use bolts or screws in the walls, door frames, furniture, etc.
- You may NOT attach flat-screen TVs, bookshelves, or anything else that uses bolts, screws, or large nails.
- Fire Safety guidelines prohibit hanging anything from the ceiling.
FREQUENTLY ASKED QUESTIONS AND TIPS

AM I RESPONSIBLE FOR CLEANING MY SPACE?

Our custodial staff provides housekeeping in public space of the Lodges and routine maintenance. The cleaning of individual apartments and bedrooms is your responsibility. To ensure the health and safety of all residents, health and safety inspections are completed at least once per semester.

TIP: Begin a cleaning routine in the first week after move-in. To make this easier, develop a cleaning agreement with your roommates. Your Community Advisor can help you develop a routine so everyone in the apartment is contributing to keeping it clean. A few quick tips:

- Take out the trash and recycling on a regular basis.
- Cover the drip pans on your stove with heavy duty aluminum foil.
- If you spill something on the carpet, be sure to clean it right away. Do not use bleach.
- Wipe down the bathroom sink, toilet, and shower at least once a week.

If you have any questions about what is permitted, contact the Office of Residence Life and Housing at 812-941-2115 or liveon@ius.edu.
FIX MY SPACE

WHAT IS THE RCR?
Our staff goes to great lengths to prepare for your arrival. We spend the summer painting, cleaning, and making any necessary repairs to your apartment. On move-in day, you will receive a Room Condition Report (RCR). It is your responsibility to look over your room and apartment to note any existing conditions at move-in. We ask that you take this process seriously as we use this same Room Condition Report at the end of the year for move-out and damage assessment.

CAN I MAKE REPAIRS MYSELF?
Only IU Southeast staff members or University-authorized contractors are allowed to conduct maintenance in the residential facilities. You are not permitted to make any repairs.

HOW TO REPORT A MAINTENANCE ISSUE?
Maintenance problems need to be reported to the Office of Residence Life and Housing. You should submit a detailed account of the issue via email to liveon@ius.edu. Non-emergency maintenance issues will be addressed during normal business hours.

HOW TO REPORT AN EMERGENCY MAINTENANCE ISSUE?
If the emergency maintenance issue occurs Monday-Friday, 8:00 a.m.-5:00 p.m., contact our office as 812-941-2115 or stop by Meadow Lodge. If the emergency maintenance issue occurs during non-business hours, contact the CA on Call or the University Police at 812-941-2400.

WHAT REPAIRS WILL BE FIXED IMMEDIATELY?
Maintenance issues considered an emergency include, but are not limited to: loss of heat, power outages that affect an entire apartment, floor or building, flooding, vandalism that requires securing an area, windows with glass that has been shattered, and alarms associated with fires or other disasters.
RULES TO LIVE BY

The Residence Life and Housing Student Handbook is the complete list of policies and procedures to which you are expected to adhere. You can read the entire handbook at www.ius.edu/housing. Here are a few highlights:

QUIET/COURTESY HOURS AND NOISE – Quiet hours and courtesy hours are maintained to provide an atmosphere conducive to study. Courtesy hours are in effect 24 hours a day and essentially call for courtesy in the living environment. Quiet hours are in effect from 10 p.m. to 10 a.m., Sunday through Thursday. Weekend quiet hours are from midnight to 10 a.m. on Friday and Saturday.

SMOKING AND TOBACCO POLICY – IU Southeast is a tobacco-free campus (this includes smokeless tobacco, i.e. dip, chew, snuff, e-cigs, vapor, hookah, etc.). Changes in state law may not result in citations for smoking. Please help us maintain a healthy environment for our students, employees, and visitors by refraining from the use of ALL tobacco products. Smoking is permitted in your private vehicle.

ALCOHOL AND DISPLAYS – Public intoxication, use, or possession of alcoholic beverages on University property, including in the Lodges, is prohibited regardless of age. Displays of empty alcohol, wine, liquor, or beer containers are not allowed.

DRUGS AND ILLEGAL SUBSTANCES – State and federal laws prohibit the possession of and/or use of illegal drugs and drug paraphernalia. IU Southeast has a “zero tolerance” policy with regard to the use and/or possession of illicit drugs and/or the misuse of legally procured substances for the purpose of mind alteration. Violations of the policy will result in dismissal from the residential facility.

PETS – University regulations prohibit the possession of animals alive or dead, including but not limited to, dogs, cats, rodents, birds), and laboratory specimens in University housing facilities. Non-flesh-eating fish in well-maintained fish bowls or aquariums are permitted. Aquariums may not be larger than 10 gallons and must be properly maintained and cleaned. Students may be required to remove fish bowls or aquariums in the event the Office of Residence Life and Housing determines that they are not being properly maintained. Although other animals such as snakes, frogs, turtles, and lizards might also live in an aquarium, only fish are allowed.
TELEVISION AND INTERNET

IS CABLE TELEVISION INCLUDED AND PROVIDED?
Yes, cable television is provided and included in the rent for your apartment. We offer all residents over 90 channels in the bedrooms, living rooms, and the Great Room. Please visit our website for information on what type of TV to bring and to understand the steps to setting up your cable. http://www.ius.edu/housing/resources/cable-assistance.php.

LOOKING FOR A COMPUTER?
Each lodge is equipped with a computer lab and printer for residents. Printing in the Lodges is the same as on campus, and all pages printed will be deducted from your printing allotment.

CAN I CONNECT ONLINE IN MY ROOM?
Each bedroom and living room is equipped with at least one Ethernet connection for direct access to the University network and the Internet. Wireless access is also available throughout the Lodges and in most outdoor spaces. Online gaming systems must be registered on the network.

CAN I BRING MY OWN WIRELESS NETWORK EQUIPMENT?
Installation of wireless network equipment is prohibited in locations where campus housing network service is provided and managed by the University.

WHAT DO I NEED TO BRING FOR MY COMPUTER?
You need to bring an Ethernet cable if you are not connected to the wireless network and a USB flash drive to save work from the computer lab. IU offers cloud storage via Box which allows you to store your files online, and lets you share with other IU affiliates visit box.iu.edu to get started.
5 easy ways to be a Green Grenadier

1. **RECYCLE!** You can recycle anywhere on campus, but it’s especially easy in the lodges! In fact, you don’t even have to go outside. Just take all your recyclables to the containers in the ‘vending area’ in your lodge.
   - **DO** recycle plastic bottles, plates, cups, aluminum cans, and anything that tears, including paper
   - **DO NOT** recycle Styrofoam, glass, or napkins!

2. **GRAB A PLATE** You can help IUS create less waste by using a ceramic plate when you eat in the cafeteria. Just ask the server and then leave your plate at the tray drop when you’re finished.

3. **TAKE A HIKE** Take a break from searching for a parking space by walking to class from your lodge instead of driving. Plus, you’ll get a little exercise.

4. **HIT THE LIGHTS** Help IUS lower its “footprint” by turning out the lights when you leave a room. In addition, building a habit of turning off the lights could pay off in the future when paying your own electric bill.

5. **REFILL REMIX** According to Business Insider, “The production of water bottles uses 17 million barrels of oil a year, and it takes three times the water to make the bottle as it does to fill it!” You can help conserve water and save money by purchasing a reusable canteen and refilling it at one of the water fountains around campus. Cheers!

IU SOUTHEAST SUSTAINABILITY
PERSONAL DATA: PREPARATION FOR MOVE-IN

Every resident is required to complete the personal data form prior to move-in on August 21st.

When completing this form, you will be asked to:

- List your emergency contact
- Complete missing person contact information
  - All University students have the option to name a contact person(s), different from their emergency contact person above, to be notified by campus police if the student is determined to be missing for 24 hours. If you would like to identify a contact person(s) different than your emergency contact, please provide their information above. This information will be kept confidential and accessible only by with the Indiana University Southeast Campus Police and authorized University officials. If you are determined to be missing for more than 24 hours, the University will notify your missing person contact and also notify the appropriate law enforcement agency. Note: If you are under the age of 18, and not emancipated, federal law requires that your legal parent/guardian will also be notified.
- Inform the office of your personal interests to share with the Community Advisors to best program for you and your lodge.

For ease of access, the link below was also sent to your email address. You may either copy and paste from the email or type in the address below.

http://ius.az1.qualtrics.com/SE/?SID=SV_d5z7oJkq2TnG2Pj

* Residents who do not complete this form before their on campus arrival will be delayed during the check-in process on move-in day. *
MAIL & PACKAGES

RECEIVING MAIL

Mail is delivered to resident student mailboxes Monday through Friday, except holidays, by Residence Life and Housing staff. Resident mail should be addressed as follows:

    Resident’s Name  
    4201 Grant Line Road  
    Lodge; Apt.  
    New Albany, IN 47150

MAIL FORWARDING

The Office of Residence Life and Housing will only forward first-class mail for one month after a resident’s move-out date. Mail that does not contain first class postage will not be forwarded. To ensure that mail is forwarded, residents must change their address with those companies and individuals sending mail two to three weeks prior to their move-out date. Residents will not be able to process an address change through the US Postal Service. Residents must update their information with those sending mail. The Office of Residence Life and Housing should be advised of forwarding addresses at check-out. Address updates for the University may be completed through OneStart at https://onestart.iu.edu.

PLANS CHANGED?

If you need to cancel your Housing Contract, you must do so in writing by August 1st or you will be assessed a $500 cancellation fee. You can send an email to liveon@ius.edu with your name, assignment, and reason for cancellation.
See you August 21st!