



2013 - 2014 Move-in Information

Welcome to Residential Living!

We are excited that you have decided to live on campus for the 2013-2014 school year! The Residential Living staff is busily preparing for your arrival this fall.

This newsletter is designed to provide helpful information to you and your parents regarding move-in day. Please read all information very carefully to eliminate any confusion and questions regarding your move in.

You may move in beginning on Thursday, August 15, 2013 at 9am. All students assigned to Washburn Village will need to check in at the reception desk located in the Commons Building of the complex. All students checking into the Living Learning Center can proceed to the LLC's reception desk located on the ground floor. Here you will have your Icard activated (Please remember that only students can bring in their ICard to get it activated) and next you will proceed to check in on the floor on which you have been assigned. All students checking into Kuehne or West Halls will check in at the Living Learning Center's reception desk.

STUDENTS WILL NOT BE ALLOWED TO MOVE INTO THE HALLS EARLY, as the facilities will not be prepared for arrival until August 15, 2013.

Parking on Move-In Day:

One of the big worries about move in day can be knowing where to stop to unpack your car and then knowing where to park your car afterward. Currently portions of 17th street are under construction. We expect that Jewell, the road that leads to the LLC, will still be open, but there is no guarantee that the road crew will not be ahead of schedule, and could likely close the road. In anticipation of this possibility, Residential Living will have signs and staff members posted around campus to help guide you to the best route to unload and park your car. Any information that we receive prior to opening regarding possible road closures and routes to the halls will be available on our Web site, www.washburn.edu/resliving the Monday before the 15th. If you have any questions or concerns, please feel free to contact our office via phone or email which is provided in this handout. To ensure that each resident has an opportunity to unload close to the building in which he/she is assigned, residents will be allowed to unload their belongings in designated unloading areas. When you pull into the unloading areas there will be Move Crew volunteers there to assist you in unloading your car. After the car has been unloaded, the car will need to be moved immediately. At no time should a vehicle be left unattended. Unloading areas are also emergency access routes and all vehicles will be cleared if an emergency occurs. For students assigned to the Living Learning Center, there is unloading available in the North and South circle drives of the Living Learning Center. For students assigned to Kuehne and West Halls, there is unloading available on the East side of Plass Street (the street that runs behind Kuehne and West Halls). For students assigned to the Washburn Village, there is an unloading area available at the East gate and West gate entries. Students may pull into the circle turnaround in front of the Commons Building to receive their move-in packet, but may not unload their vehicles there. For Washburn Village residents, Jewell Avenue (which runs in front of Washburn Village) will be a one-way road on Thursday, August 15, 2013. Traffic will be able to head South on this area and there will be unloading available on the West side of the street for moving items into the East gate entry.

*Students to avoid citations, please move your vehicle to lot 9 located on the East side of Plass Street after move in.

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Move Crew:

The Move Crew is a group of faculty, staff, and students who volunteer to help students move their belongings into their room on the 15th of August. If you want help moving your belongings, just look for one of the many volunteers in the "Move Crew" shirt to help you get into your room as quickly as possible. Please make sure to check into your room prior to moving any of your belongings out of your vehicle. Once you have received your move in packet and keys you are free to move into your room. There will be a limited number of carts to check out on move in day. To avoid congestion you may consider bringing your own dolly to assist you with your move!

#wuhaul13

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Mailing Addresses:

Mail will be delivered Monday-Friday (campus mail is not delivered on Saturdays). Do not use Washburn University as part of your mailing address as it will delay your mail. If you expect to receive mail under a parent, guardian, or spouse's name (i.e. cell phone bills) please notify the Residential Living Office so the mail is not returned to sender. Please include mailbox numbers on mail you have sent to the halls, as it helps our staff ensure accuracy and expedite delivery.

<u>LLC:</u> 1801 SW Jewell Mailbox #__ Topeka, KS 66621	<u>Kuehne:</u> 1835 SW Jewell Mailbox #__ Topeka, KS 66621	<u>West:</u> 1821 SW Jewell Mailbox #__ Topeka, KS 66621	<u>Washburn Village:</u> 2001 SW Jewell Mailbox #__ Topeka, KS 66621
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Safety and Security on Campus:

Washburn University is a city campus, which means there are the same problems here that you would encounter in everyday city life. The University does everything it can to keep you and your property safe, but ultimately, you are the first line of defense in safeguarding property and yourself. We recommend all students use a buddy system when going to the library, computer center, or just walking around campus at night.

Textbooks, electronics, and other valuables can be easily stolen from the halls, if residents are careless. Remembering to lock your room doors, never leaving your room door propped open or unattended as well as carrying your keys with you at all times are all excellent ways to safeguard yourself and your belongings. The University cannot be held responsible for stolen items.

Washburn University maintains its own police department separate from the Topeka Police Department. We recommend that you program their number into your speed dial, (785) 670-1153, in case you need assistance on campus. The Washburn University Police Department is available to escort you across campus at night, and is available for vehicle assistance such as flat tires or lockouts, safety, and general patrols of campus. WUPD also conducts a free property registration program on campus which enables you to register items like stereos, computers, TVs, DVD players, etc. It is a good idea to leave a listing of all the serial numbers and models of your valuables at home.

Insurance:

Property Insurance: The University does not carry insurance on residents' belongings. It is up to each resident to carry appropriate insurance. Many of the homeowner's insurance policies that parents/guardians have may cover the student's belongings in a residence hall room. Students are encouraged to explore their options before leaving home. If you prefer to look into options available locally, there are several insurance companies located in Topeka.

Health Insurance: Before leaving home, be sure to check into your family's health insurance coverage for yourself. Making a copy of your insurance card to bring with you can be helpful! Often students are covered under their families' coverage plans as long as they remain in school until they reach a certain age. If you are not covered, there is coverage available through Washburn. For more information on the Student Health Insurance policy, please contact the Student Life Office at (785) 670-2100 or email Vicki Baer at Vicki.Baer@washburn.edu.

Move In Tips:

- Complete check in prior to removing belongings from your vehicle.
- During check in your RA will give you a condition form for your room, we suggest filling it out prior to moving items into your room.
- Label your boxes and containers with your name and room number, and also make sure the move crew volunteers know your room number.
- Do not leave your belongings unattended.

Welcome Week:

The key to having a great college experience is to get involved. Welcome week is an excellent way to get acquainted with other new and incoming Washburn students. During this time students will have the opportunity to attend several informational sessions, game nights, and other programs. Welcome Week will begin August 15, 2013

#bodww13



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Things to Bring:

Furniture for each resident in each residence hall room includes: a bed, a mattress, a dresser, a desk and desk chair. In addition, window blinds, and cable TV jack are provided. Wireless internet is provided in every room and common living area.

Suggested items to bring...

- Social security card
- Bedspread or comforter, blankets
- Regular twin sheets
- Pillow(s) and pillowcase(s)
- Towels and washcloths
- Clothes hangers
- Alarm clock (battery powered)
- Surge protectors
- Toiletries & carrying container
- Regular medications
- Backpack
- School and desk supplies
- Umbrella/rain gear
- First aid kit
- Cell phone
- Current insurance card or two-sided copy of parents' plan covering student
- Renter's insurance (may potentially be covered by parent's home insurance, but would need to check)

What not to bring?

- Toasters, toaster ovens, hot-plates, George Forman™ grills, electric fry pans or other appliances with exposed heating elements
- Halogen lamps/Torchiere Lamps
- Incense
- Pets (except for fish)
- Extension cords
- Alcohol/alcoholic containers (including shot glasses)
- Weapons of any kind

Phone Service, Cable Television:

Phone service: Local phone service is no longer provided in the residence halls. Community phones will be provided in each wing/building/floor (depending on the facility).

Cable television: Cable television is included in the total housing costs. Students receive basic extended cable service, including over 65 channels. Premium channels such as Showtime, Cinemax, and HBO are excluded, and the option to receive these additional channels is not available to residents living on campus at this time. Students may not contact a cable provider, such as Cox Cable, to receive additional services. If a student wishes to have television in his/her bedroom, he/she must bring their own. We recommend contacting your roommate to ensure you don't bring more than what you need.

Wireless high-speed internet: Access is available in each of the residence halls.

Immunizations:

In compliance with Kansas law and University policy, all students living on campus will be required to receive the *meningitis vaccination*. Students will have 5 days to complete this requirement and provide documentation of it to the Residential Living Office. For those who do not want the vaccination, there is a waiver form you must sign indicating that you have received information on the virus and have willingly chosen not to be vaccinated.

Residential Living Policies At A Glance:

All Residential Living policies, including policies pertaining to candles, pets and alcohol can be found in the Residential Living Handbook. Failure to comply with any residence hall policies will result in disciplinary action including: warnings, fines, community service, or termination of housing contract. **You may view the Residential Living Handbook under Policies and Procedures at: <http://www.washburn.edu/campus-life/housing-dining/Handbook%202011%20-%202012.pdf>**

Lofts: The construction of lofts are only permitted in the Living Learning Center, residents in any other building on campus may not use a loft in their room. Residents of the LLC, with prior written approval of the University's Director of Residential Living, may erect sleeping lofts in their assigned rooms. Lofts not approved by the Residential Living Office and/or properly constructed will be subject to removal and residents will be subject to judicial action.

If you are interested in constructing a loft in your LLC room you may stop by the Residential Living office to pick up a lofting instruction and approval form. This form will provide all construction guidelines and the approval form that will be submitted following inspection of the loft by Washburn University's Facilities team.

We can't wait to see you on campus, if you any questions arise between now and move in day please contact the Residential Living Office at resliving@washburn.edu or 785-670-1065. Also look for us on Facebook and Twitter! (links provided below!)



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