



UNIVERSITY OF  
NORTHERN COLORADO

# *Move-In* GUIDE 2021

# ARE YOU READY TO MOVE TO YOUR NEW HOME?

We've gathered some info for you to help make your move to campus a good experience. Additional information and specific campus updates will be sent to your BearMail, [bearmail.unco.edu](mailto:bearmail.unco.edu). You can also log back into your housing contract to view your housing and roommate status through your Ursa account, [ursa.unco.edu](https://ursa.unco.edu).

Your parents and/or guardians will be receiving updates through our Parent Newsletter if their email address is listed on your account.



## PREPARING FOR THE MOVE TO CAMPUS

- In July, each student will receive an email a specific date and time for their move in. This assigned date and time is when you can start to move your belongings into your new home.
- Official UNC Move-In Process for the residence halls starts 7 a.m. on Thursday, August 19. When you arrive for your specific check-in time, visit your check-in location to receive your room inventory. Once you complete your room inventory, you will be able to receive a key for your room or encode your UNCID for your room. Residents who live in Wiebking, Harrison, North, South and Turner Halls will select a PIN, encode their UNC ID card at the front desk and then their card will be activated to open their room door.
- UNC ID cards will be activated to open the exterior doors of the building. If you have any trouble gaining access to your building contact your neighborhood front desk.
- Move-In volunteers can help you move in.
- Dollies and large moving carts will be available for use on both Central and West campus. Please disinfect carts before and after use.
- Elevators can only be used in Brown, Harrison, Lawrenson, North, South and Turner Halls.

# WHAT TO BRING OR NOT

## APPROVED

- Bed linens for standard twin
- Bathroom linens and toiletries
- Posters/pictures/decor (hang all wall decor with 3M products)
- A place setting (plate, bowl, cup, silver-ware)
- Organizers/storage bins/shower caddy
- School/office/desk supplies
- Laptop/computer/printer (optional, Bear Print printers are conveniently located in each of the residential neighborhoods)
- Plants/Fish (20 gallon tank max.)
- Alarm clock/radio/MP3 player
- Surge protector/Ethernet cord

- Bike/ Bike lock (U-lock recommended)
- Coffee maker/Tea kettle
- Microwave (2 cubic feet, 1250 watts max.)
- Refrigerator (6 cubic feet, 1.3 amps max.)
- Safe/Lock-box

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### DON'T HAVE A FRIDGE, SAFE, OR BED LINENS?

Help us be sustainable and rent an energy efficient refrigerator/microwave or buy a safe from the Residence Hall Association at [collegeproducts.com/store/unco/](http://collegeproducts.com/store/unco/)

You can also purchase your bed linens and other great dorm items at [unco.ocm.com](http://unco.ocm.com)

## NOT APPROVED

- Combustible decor, lampshades or light fixtures
- Modified or homemade light fixtures
- Halogen lamps
- Extension Cords
- George Foreman Grills/Crock Pots/Waffle Irons/Hot Plates/Air Fryers
- Open-coil cooking devices
- Rice Cookers/Slow Cookers
- Space heaters
- Toaster ovens
- Pets other than fish (with the exception of the Lawrenson Hall pet friendly floors)

For a full list of items, visit [unco.edu/living-on-campus/housing/what-to-bring.aspx](http://unco.edu/living-on-campus/housing/what-to-bring.aspx)

## WHO'S YOUR ROOMMATE?

You'll want to check with your roommate(s) to discuss who is bringing what. You may be able to share items and save some room in your new pad— there's no need (or space) for two of everything. Be sure to check out your floor plan online to help plan your room amenities. To find your roommate(s) and contact them, log back into your housing contract starting July 1 to view their info and contact through BearMail.

Here are some things to discuss with your roomie:

- Do you want to split the cost of renting a refrigerator/microwave combo?
- What items are you sharing and who is bringing what? TV, Blu-ray/ DVD player, microwave, coffee pot, etc.?





## HOW TO GET YOUR BEAR ID

We'd like to get your UNC ID Card to you as soon as possible. Your UNC ID Card will be mailed to the address on file with the University. You must do this by request and submitting a photo to the Card Office to receive your ID in the mail prior to move-in. Please follow these instructions to send us your appropriate photo and a picture of your government issued identification, and we will be happy to get your all in one UNC ID Card out in the mail to you as soon as possible.

From your BearMail account, email [card.office@unco.edu](mailto:card.office@unco.edu) with the following information:

- Your Bear Number and a phone number where you can be reached.
- Attach a copy of your driver's license or government issued I.D. for verification of your identity.
- Also attach a jpg photo of yourself using the following criteria:
  - Be sure your photo is facing to the front and on a solid background
  - Color photo only
  - Format to approximately 2x2 inches (51x51 mm) in size
  - Only head and shoulder shot taken within the last 6 months
  - Photo must be taken in front of a solid plain white or off white, light gray, or light blue background
  - Photo should be in a jpg format and saved with first and last name dot jpg (ex: **juliasmith.jpg**)
  - Do not include friends, pets, or props in the photo
  - No headphones or wireless devices - only photo of student in the picture
  - Take photo with a natural smile, and with both eyes open
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily. Take photo with your daily attire clothing.
  - No Hats – no headbands. You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - If you normally wear glasses, a hearing device or similar articles, they may be worn for your photo. No dark glasses and no glasses with dark lenses.



## BEFORE YOU ARRIVE

- Download the UNC Mobile App to have updates and information at your fingertips. Learn more at [unco.edu/app](https://unco.edu/app).
- Read the Student Code of Conduct and other campus policies, rules and regulations at [unco.edu/student-affairs/policy](https://unco.edu/student-affairs/policy) as well as the students' rights and responsibilities at [unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf](https://unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf)
- Contact your roommate and start discussing items that can be shared.
- Bring masks, cleaning and disinfectants.
- Check your BearMail for important information regarding move-in and campus updates.
- Familiarize yourself with Greeley and the surrounding area. Locate your favorite places to eat and/or go shopping. Learn more at [greeleygov.com](https://greeleygov.com)
- Obtain your Bear ID Card prior to arrival to campus by emailing, through your BearMail, your request and all documentation to [card.office@unco.edu](mailto:card.office@unco.edu).

# ARRIVING ON CAMPUS: CHECK-IN

## The Basin Check-In Locations

Students living in the Basin halls will check in at their **respective locations**:

- **Harrison Hall:** East main entrance **13**
- **Turner Hall:** West main entrance **14**

## The Ridge Check-In Locations

- **Lawrenson Hall:** South Hall **17**
- **North Hall:** West main entrance **16**
- **South Hall:** South Hall **17**

Check map on following page for hall locations

## The Mesa Check-In Locations

Check in at the **Wiebking Hall West main entrance** for the following halls:

- **Belford Hall** **1**
- **Brown Hall** **3**
- **Bond Hall** **2**
- **Decker Hall** **4**
- **Dickeson Hall** **5**
- **Gordon Hall** **6**
- **Luján Hall** **8**
- **Sabin Hall** **9**
- **Snyder Hall** **10**
- **Wiebking: West main entrance** **11**

## Apartments and University Owned Houses

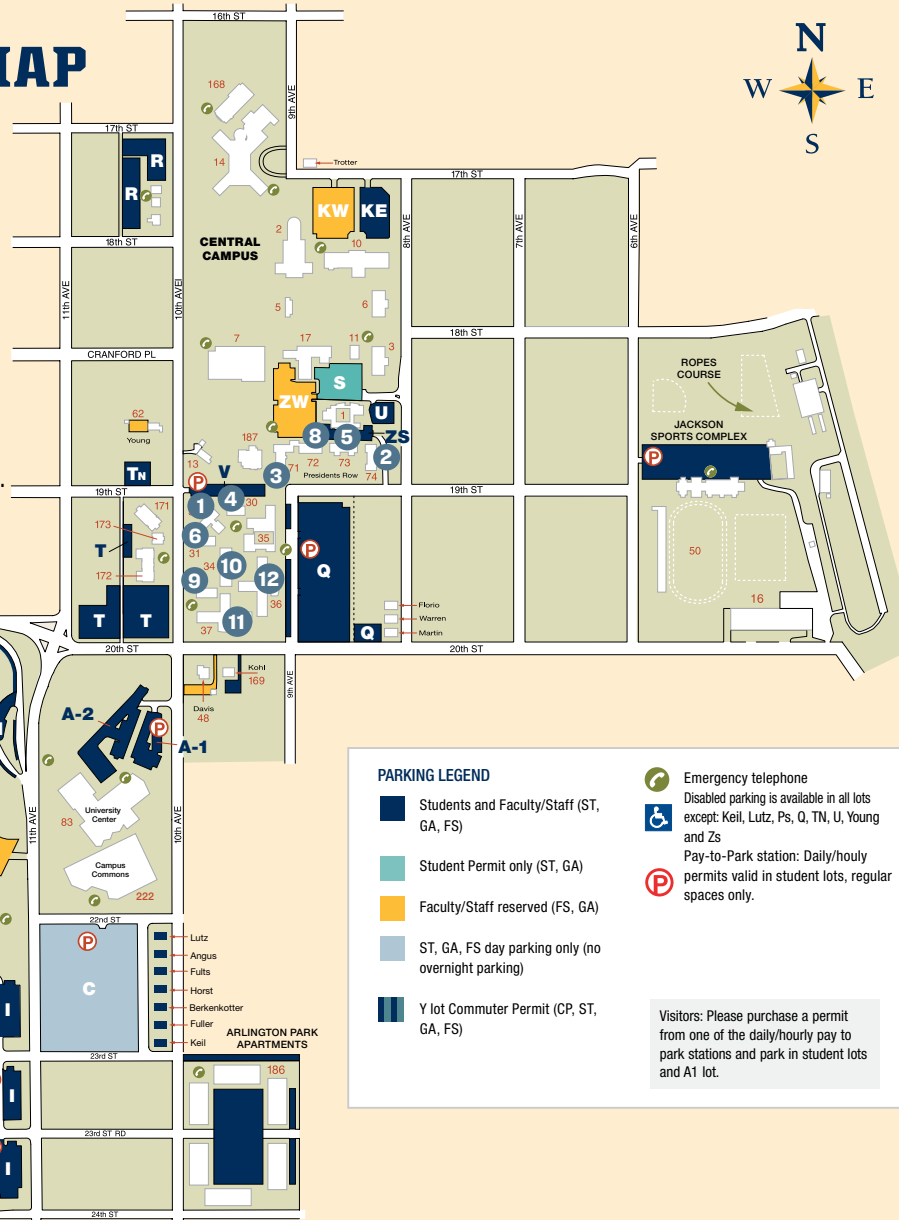
Those living in the Arlington Park Apartments and 10th Ave. Houses will check in at the Arlington Park main entrance for Building One. For those living in Florio, Martin, Trotter, and Warren houses will check in at Wiebking Hall at the West main entrance.





# UNC CAMPUS MAP

Twenty-minute loading areas will be available during your move-in time. As long as you are not parked in an ADA Accessible space, service space, fire lane or 20-minute loading zone, Parking Services will not be ticketing during move-in times. They will begin enforcing parking permits on the first Monday of classes. Parking permits can be purchased online at [unco.edu/parking/permits](http://unco.edu/parking/permits) or by visiting Parking Services at the University Center. If you have any questions, contact parking services at 970-351-1971.



### PARKING LEGEND

- Students and Faculty/Staff (ST, GA, FS)
  - Student Permit only (ST, GA)
  - Faculty/Staff reserved (FS, GA)
  - ST, GA, FS day parking only (no overnight parking)
  - Y lot Commuter Permit (CP, ST, GA, FS)
  - Emergency telephone
  - Disabled parking is available in all lots except: Keil, Lutz, Ps, Q, TN, U, Young and Zs
  - Pay-to-Park station: Daily/hourly permits valid in student lots, regular spaces only.
- Visitors: Please purchase a permit from one of the daily/hourly pay to park stations and park in student lots and A1 lot.

| BUILDING NAME   | BUILDING NUMBER | MAP LOCATION |
|---|-----------------|--------------|
| Arlington Park Apartments   | 186             | L-15         |
| Arts Annex  | 1               | M-6          |
| Belford Hall, The Mesa Neighborhood (1)   | 32              | K-7          |
| Bishop-Lehr Hall  | 15              | H-10         |
| Bond Hall, The Mesa Neighborhood (2)  | 74              | M-7          |
| Brown Hall, The Mesa Neighborhood (3)   | 71              | L-7          |
| Butler-Hancock Hall   | 132             | D-13         |
| Campbell Center   | 187             | K-7          |
| Campus Commons  | 222             | J-12         |
| Candelaria Hall   | 130             | E-11         |
| Carter Hall   | 2               | L-4          |
| Cassidy Hall  | 171             | J-7          |
| César Chávez Center   | 24              | E-9          |
| Crabbe Hall   | 3               | M-5          |
| Davis House- Marcus Garvey Center   | 48              | K-9          |
| Decker Hall, The Mesa Neighborhood (4)  | 30              | K-7          |
| Dickson Hall, The Mesa Neighborhood (5)   | 73              | M-7          |
| Foundation Hall (1516 8th Ave.)   | 164             | N-2          |
| Frasier Hall  | 14              | K-3          |
| Garden Theater  | 5               | L-5          |
| Gordon Hall, The Mesa Neighborhood (6)  | 31              | K-8          |
| Gray Hall   | 17              | L-5          |
| Guggenheim Hall   | 6               | M-5          |
| Gunter Hall   | 7               | K-5          |
| Hansen-Willis Hall, The Mesa Neighborhood (7)   | 172             | J-8          |
| Harrison Hall, The Basin Neighborhood (13)  | 82              | F-14         |
| Holmes Hall   | 384             | G-15         |
| Jackson Field   | 50              | Q-7          |
| James A. Michener Library   | 116             | E-12         |
| Judy Farr-Alumni and Development Center   | 38              | B-10         |
| Kepler Hall   | 10              | M-4          |
| Kohl House-Asian/Pacific American Student Services and Native American Student Services | 169             | K-9          |
| Lawrenson Hall, The Ridge Neighborhood (15)   | 131             | G-14         |
| Lujan Hall, The Mesa Neighborhood (8)   | 72              | L-7          |
| McKee Hall  | 115             | G-12         |
| North Hall, The Ridge Neighborhood (16)   | 204             | H-14         |
| Nottingham Field  | 166             | B-12         |
| Parsons Hall  | 16              | R-9          |
| Ross Hall   | 12              | H-13         |
| Roudebush Cottage- Veterans Services  | 11              | M-5          |
| Sabin Hall, The Mesa Neighborhood (9)   | 33              | K-8          |
| Scott-Willcox Hall  | 173             | J-8          |
| Skinner Music Library   | 168             | K-2          |
| Snyder Hall, The Mesa Neighborhood (10)   | 34              | K-8          |
| South Hall, The Ridge Neighborhood (17)   | 203             | H-15         |
| Student Recreation Center   | 167             | E-14         |
| Tobey-Kendel Hall   | 35              | L-8          |
| Turner Hall, The Basin Neighborhood (14)  | 114             | F-14         |
| University Center   | 83              | J-12         |
| Visitor's Center  | 13              | K-7          |
| Wiebking Hall, The Mesa Neighborhood (11)   | 37              | K-9          |
| Wilson Hall, The Mesa Neighborhood (12)   | 36              | L-8          |
| Young House-Air Force and Army ROTC   | 62              | J-6          |

Dining options at the UC and Campus Commons



**BEARS BISTRO**

University of Northern Colorado Parking Services  
 University Center, Campus Box 113  
 Greeley, CO 80639-0112  
 970-351-1971  
[parkingservices@unco.edu](mailto:parkingservices@unco.edu)  
 Office hours: M-F, 8 a.m.–5 p.m.  
[unco.edu/parking](http://unco.edu/parking)



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# RESIDENTIAL NEIGHBORHOODS & YOUR COMMUNITY SUPPORT

Our residential halls are broken into three neighborhoods. These neighborhoods and the Arlington Park Apartment and houses feature a front-desk operation, study rooms, social lounges and community engagement centers. You have access to these things using your UNC ID Card to get into the buildings.

## OUR PROFESSIONAL RESIDENTIAL STAFF WILL ALSO SUPPORT IN YOUR NEIGHBORHOODS:

- **Community Engagement Center:** This is a community development and engagement space located within each neighborhood where students can congregate with friends, explore campus resources, engage in skill development, and participate in events and activities hosted by your community.
- **Front Desk Operation:** Each neighborhood has multiple front desks that are open on a staggered staffing schedule. However, in our Community Engagement Centers for each neighborhood you will find a 7 day, 8 am – 2 am a week front desk where you can find someone who can answer your questions or connect you to a campus resource when you need it.
- **Resident Assistants (RA):** Student staff whose primary role is to connect with residents, build community, aid your transition to UNC, and be a resource to you throughout your on campus living experience.
- **Neighborhood Coordinators:** Each neighborhood has two Masters level live-in Neighborhood Coordinators that supervise the day to day operations of the community. Your Neighborhood Coordinator is a great resource for you while living on campus and if they can't answer your questions, they always know who can! In addition to the basics of managing their communities, each Neighborhood Coordinator also has an area of emphasis they also focus on:
  - **Neighborhood Coordinator for Community Engagement:** Our Neighborhood Coordinator for Community Engagement oversees the programming and community development efforts of our Community Engagement Centers.
  - **Neighborhood Coordinator for Community Standards:** Our Neighborhood Coordinator for Community Standards works closely with our Dean of Students and Community Standards and Conflict Resolution office to meet with students and help to enforce standards of student conduct and to promote a safe and respectful living and learning environment.
- **Faculty in Residence:** Faculty in Residence (FIRs), are UNC faculty who teach across a variety of disciplines and have applied, interviewed, and chosen to live in the residence halls. Our FIRs bridge academic experience with social and community building by hosting dinners, guest speakers, community activities and events.



## RESIDENTIAL NEIGHBORHOODS

- **The Mesa Neighborhood's** Community Engagement Center is located in Wiebking. The Mesa Neighborhood includes Belford, Bond, Brown, Decker, Dickeson, Gordon, Luján, Sabin Hall, Snyder Hall, and Wiebking Hall as well as Arlington Park Apartments & University Owned Houses.
- **The Ridge Neighborhood's** Community Engagement Center is located in South Hall. The Ridge Neighborhood is composed of Lawrenson Hall, North Hall, and South Hall.
- **The Basin Neighborhood's** Community Engagement Center is located in Harrison Hall. The Basin Neighborhood features Harrison Hall and Turner Hall.

# SAFETY AND SECURITY

UNC has many procedures in place to make campus safe and secure, whether you are inside the buildings or walking across campus. Review these campus safety tips below and learn more about security processes you can follow to help keep campus safe.

## CAMPUS SAFETY TIPS

- Program the UNC's Police Department into your cellphone, 970-351-2245. In an emergency on campus, call UNC PD, not 911, for faster response.
- Always close and lock your door whenever you are leaving your room/apartment/house, even if it is just to go down the hall.
- Never prop or leave an exterior door open. This can jeopardize the safety of all students living in the building.
- If you lose your UNC ID, report it immediately to the UNC Card Office and to your roommate or suitemates.
- If you encounter an unauthorized person in the building, contact a staff member or UNC PD immediately.
- When a fire alarm sounds, vacate the building immediately. Even if you think it's a drill or false alarm, it may not be.



## CORONAVIRUS UPDATES

View institutional messages on the UNC Coronavirus University Messages page. You can submit your questions to [coronavirus@unco.edu](mailto:coronavirus@unco.edu) or UNC's Coronavirus Hotline at 970-351-4848. The health and safety of our campus community is our primary concern in this fluid situation, and the university is making decisions as warranted following guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), state government, and state and county health departments. [unco.edu/coronavirus/](https://unco.edu/coronavirus/)

Note: Hammocks are allowed on-campus (outside), but not indoors in the residence halls. If you bring a hammock it is prohibited to hang in anywhere in the residence halls.





## HOUSING TIPS

### REPAIRS, MAINTENANCE, WORK ORDERS

For nearly all maintenance and repairs students can visit [fmservicedesk.unco.edu](https://fmservicedesk.unco.edu) to submit a work request. Please select your building, and your room (or the area that needs maintained) be descriptive and provide details to your request. We encourage students to use their UNC email address to receive email notification once the request has been received and updates about work completion.

### JETZ LAUNDRY

Jetz Service Co. provides laundry service for the university, you can learn more here: [unco.edu/housing/current/laundry.aspx](https://unco.edu/housing/current/laundry.aspx). For repairs or issues with your on campus laundry, call Jetz Service Co at 1-800-530-5692 or visit [JetzService.com](https://JetzService.com) and click Report A Problem or use the Jetz Service App (Available for Android and Apple devices).

### AT YOUR NEIGHBORHOOD FRONT DESK

- Package pick-up
- Select cleaning/moving supplies
- Bear Print: Arlington Park Building 1, Hansen-Willis, Harrison, Lawrenson, North, South, Turner, and Wiebking Halls
- Music room access (varies by neighborhood)
- Gaming stations/game supplies for check-out (varies by neighborhood)
- Bunking pins/rubber mallets
- Campus/community information

## CONNECT WITH RESOURCES

Find resources on campus for help, support, and community. Visit [unco.edu/student-affairs](https://unco.edu/student-affairs) and click on “Student Support and Resources.”

### Asian/Pacific American Student Services (A/PASS)

970-351-1909

[unco.edu/asian-pacific-american-student-services/](https://unco.edu/asian-pacific-american-student-services/)

### Assault Survivors Advocacy Program Office

970-351-1490, 24 Hr Hotline: 970-351-4040

[unco.edu/assault-survivors-advocacy-program/](https://unco.edu/assault-survivors-advocacy-program/)

### Bookstore

970-351-2135

[www.bkstr.com/northerncoloradostore/home/en/](https://www.bkstr.com/northerncoloradostore/home/en/)

### Card Office

970-351-2821

[unco.edu/card-office/](https://unco.edu/card-office/)

### Center for Career Readiness

970-351-2127

[unco.edu/career/](https://unco.edu/career/)

### Center for International Education

970-351-2396

[unco.edu/center-international-education/](https://unco.edu/center-international-education/)

### Center for Women's and Gender Equity

970-351-1492

[unco.edu/center-womens-and-gender-equity/](https://unco.edu/center-womens-and-gender-equity/)

### César Chávez Cultural Center

970-351-2424

[unco.edu/cesar-chavez-cultural-center/](https://unco.edu/cesar-chavez-cultural-center/)

### Counseling Center

970-351-2496

[unco.edu/counseling-center/](https://unco.edu/counseling-center/)

### Disability Resource Center

970-351-2289

[unco.edu/disability-support-services/](https://unco.edu/disability-support-services/)

### Equity & Inclusion

970-351-1944

[unco.edu/equity-inclusion/](https://unco.edu/equity-inclusion/)

### Financial Aid (Bear Central)

970-351-4862

[unco.edu/financial-aid/](https://unco.edu/financial-aid/)

### Gender and Sexuality Resource Center

970-351-2906

[unco.edu/gender-sexuality-resource-center/](https://unco.edu/gender-sexuality-resource-center/)

### Health Center

970-351-2412

[unco.edu/student-health-center/](https://unco.edu/student-health-center/)

### Marcus Garvey Cultural Center

970-351-2351

[unco.edu/marcus-garvey-cultural-center/](https://unco.edu/marcus-garvey-cultural-center/)

### Native American Student Services (NASS)

970-351-1909

[unco.edu/native-american-student-services/](https://unco.edu/native-american-student-services/)

### Parking Services

970-351-1971

[unco.edu/parking/](https://unco.edu/parking/)

### Psychological Services

970-351-1645

### Registrar's Office (Bear Central)

970-351-4862

[unco.edu/registrar/](https://unco.edu/registrar/)

### Student Billing and Accounts (Bear Central)

970-351-4862

[unco.edu/bursar/](https://unco.edu/bursar/)

### Student Legal Services

970-351-2001

[unco.edu/student-life/legal-services.aspx](https://unco.edu/student-life/legal-services.aspx)

### Student Life

970-351-2871

[unco.edu/student-life/](https://unco.edu/student-life/)

### Technology Help Desk

970-351-4357

[unco.edu/information-management-technology/](https://unco.edu/information-management-technology/)

### Tutorial Services

970-351-1904 or 970-351-1906

[unco.edu/tutoring/](https://unco.edu/tutoring/)

### UNC PD

970-351-2245 or 911

[unco.edu/safety/](https://unco.edu/safety/)

### Writing Center

970-351-2056

[unco.edu/writing-center/](https://unco.edu/writing-center/)

# TIPS

## MAILING PACKAGES

To send mail via USPS, UPS, FedEx or other provider, please use our guidelines to ensure your mailing arrives in a timely manner. Please do NOT put “UNC” or “University of Northern Colorado” on any of the mail. This will redirect the mail to the UNC general mail room for faculty, staff and department mail. Hall mailing addresses can be found at [unco.edu/living-on-campus/housing/mail-information.aspx](http://unco.edu/living-on-campus/housing/mail-information.aspx)

## TECHNOLOGY & BEARPRINT

Wireless and wired connections are provided in student bedrooms. For devices that have a wired network connection, an ethernet cable is always advised for the most reliable and fastest connections. We encourage students not to bring a printer and instead take advantage the BearPrint stations. Read more about BearPrint at [unco.edu/inside-unc/campus-community/dsa-bear-print.aspx](http://unco.edu/inside-unc/campus-community/dsa-bear-print.aspx). Students who bring a printer should purchase a wired printer to be connected directly a computer by USB cable rather than a wireless one. Internet connected game stations, Smart TVs, DVD/ Blue Ray Players, Apple TVs, Roku devices etc. can generally be connected to the UNC network through a wired connection after being enabled by Information Management & Technology (IMT). Contact IMT's help desk at 970-351-4357 or [help.unco.edu](http://help.unco.edu) for support and next steps.

## CONNECT WITH WIFI

- Search for available networks and select: UNC-STUDENT
- Keycode: UNCStudent (capitalization does matter; needed only the 1st time you set-up each device)
- Username and password are your UNC student (Ursa) login and password

## INTERNET ISSUES AND TECHNICAL SUPPORT

UNC's Information Management and Technology can provide assistance with Wired and Wireless Internet and anything technology-related. They can be contacted at [help.unco.edu](http://help.unco.edu) or 970-351-4357 (970-351-HELP).

## CONNECT WITH CAMPUS

 [facebook.com/universitynortherncolorado](https://facebook.com/universitynortherncolorado)

 [@unc\\_colorado](https://instagram.com/@unc_colorado)

 [@unc\\_colorado](https://twitter.com/@unc_colorado)

 [unc\\_colorado](https://snapchat.com/unc_colorado)

 [youtube.com/unortherncolorado](https://youtube.com/unortherncolorado)

