Move In GUIDE 2023

UNC



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, <u>bearmail.unco.edu</u>. You can also log back in to your housing contract to view your housing and roommate status at <u>studenthousing.unco.edu</u>

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

New Student Days is a series of full-day programs designed to set up incoming students and their support systems for success academically, socially and financially. Learn more at <u>unco.edu/student-life/welcome</u>





PREPARING FOR THE MOVE TO CAMPUS

- In August, each student will receive an email with 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 on Wednesday, Aug. 16. 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 and/or encode your UNC ID for your room. Residents who live in Wiebking, Harrison, North, South, Snyder 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.
- Elevators can only be used in Brown, Harrison, Lawrenson, North, South and Turner Halls. Some of our halls do not have elevators, and others are designated as Service Only. Many of our move-in volunteers are here to help you get items from your unloading zone to your room!

WHAT TO BRING OR NOT

APPROVED

- · Bed linens for standard twin mattress
- Bathroom linens and toiletries
- Posters/pictures/decor (hang all wall decor with 3M products)
- A place setting (plate, bowl, cup, silverware)
- Organizers/storage bins/shower caddy
- School/office/desk supplies
- Laptop/computer
- For printing needs, 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

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 <u>collegeproducts.com/store/unco/</u>

You can also purchase your bed linens and other great dorm items at <u>unco.edu/residence-hall-association/merchandise/</u><u>linens.aspx</u>

NOT APPROVED

- Combustible decor, lampshades or light fixtures
- Modified or homemade light fixtures
- Halogen lamps or lava lamps
- Extension cords
- George Foreman grills/crock pots/waffle irons/hot plates/air fryers
- Open-coil cooking devices
- Rice cookers/slow cookers
- Space heaters or air conditioners
- Toaster ovens
- Electric scooter
- Pets other than fish (with the exception of the Lawrenson and Belford Halls pet-friendly floors)

For a full list of items, visit <u>unco.edu/living-on-campus/</u> <u>housing/what-to-bring.aspx</u>

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 in to your housing contract to view their info and contact through BearMail. To view the Housing Portal, visit <u>studenthousing.unco.edu/</u>

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, microwave, coffee pot, etc.?





BEFORE YOU ARRIVE

- Download the Everyday App, the Rave Guardian App and the UNC Mobile App to have updates and information at your fingertips.
- Read the Student Code of Conduct and other campus policies, rules and regulations at <u>unco.edu/student-affairs/policy</u>
- □ Contact your roommate/suitemate(s) and start discussing items that can be shared.
- □ 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
- Obtain your Bear ID Card prior to arrival to campus by emailing, through your BearMail, your request and all documentation to <u>card.office@unco.edu</u>. This may also be done at New Student Orientation.
- □ Sign up for your meal plan at <u>mydining.unco.edu</u>

□ Order a parking pass, if needed, at <u>unco.edu/parking/permits/</u>

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 <u>card.office@unco.edu</u> 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 ID 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 and 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.

RESIDENTIAL NEIGHBORHOODS & YOUR COMMUNITY SUPPORT

Our residential halls are broken into three neighborhoods. These neighborhoods and the Arlington Park Apartments 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: During the academic year, front desks are open from 8 a.m. 2 a.m. daily. You can find someone who can answer your questions or connect you to a campus resource when you need it. During break times the front desks will operate on modified hours.
- **Resident Assistants (RA) and Community Assistants (CA):** 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.
- Assistant Neighborhood Coordinators (ANC): Assistant Neighborhood Coordinators (ANC) are student staff that provide programming, administrative, and on-call support within the neighborhoods.
- Neighborhood Coordinators and Community Directors: Professional staff who are full-time and live-in. The Neighborhood Coordinators and Community Directors work collaboratively to oversee the neighborhood building operations, supervise the student staff and aid in helping students with various needs they may have.
- **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.
- **Coaches in Residence:** Coaches in Residence are UNC NCAA Athletics coaching staff who work with a variety of sports at UNC. These coaches have applied, interviewed and chosen to live in the residence halls. Coaches in Residence help to connect all students living on campus with an athletics experience at UNC as well as help with community building by hosting community activities and events within the residential community.



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, Snyder and Wiebking Halls as well as Arlington Park Apartments and 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. UNC PD can also be contacted via the Rave Guardian App for a texting option.
- 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 Bear 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.





WHAT SUPPORT/FAMILY MEMBERS NEED TO KNOW

During the Move-In process, your student will be the individual who checks in with the staff, inspects and receives access to the room before moving in their belongings. This is a transition for your student and support/family members because the Family Right to Privacy Act (FERPA) federal law transfers the rights to the student when they reach the age of 18 or attend a school beyond high school.

THINGS FOR YOU TO CONSIDER AS A SUPPORT/FAMILY MEMBER

- This is a big step for your student, and it may be for you as well.
- You may experience happiness, sadness, anxiety and any other range of emotions. This is very normal.
- You may want to consider the timing of your departure. Is it after check-in? Is it when the items are moved into the room? Is it after the bed is made?
- You may want to consider your self-care. What are you looking forward to in celebration of this transition?

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 <u>unco.edu/livingon-campus/housing/mail-information.aspx</u>

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 <u>unco.edu/inside-unc/</u> <u>campus-community/dsa-bear-print.aspx</u>. 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 (IM&T). Contact IM&T's help desk at 970-351-4357 or <u>help.unco.edu</u> for support and next steps.

CONNECT WITH WIFI

- · Search for available networks and select: UNC-STUDENT.
- Keycode: UNCStudent (capitalization does matter; needed only the first time you setup each device).
- · Username and password are your UNC student (Ursa) login and password.
- Bond Hall, Berkenkotter House, Horst House and Keil House will have separate sign-in instructions located on the premise.
- Arlington Park only has WiFi as an option, no hardwire options are available.

INTERNET ISSUES AND TECHNICAL SUPPORT

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

Most laptops and phones can show the captive portal/webpage that pops up when you sign into UNC-STUDENT for the first time, but this can be an issue for certain devices (think game consoles and Roku/streaming devices that don't have a web browser or display). This link shows students what devices will work properly on our wireless network and how to register devices that cannot render the captive portal/webpage.

HOUSING TIPS

REPAIRS, MAINTENANCE, WORK ORDERS

For nearly all maintenance and repairs students can visit <u>fmservicedesk.unco.edu</u> to submit a work request. Please select your building and your room (or the area that needs maintained). Be descriptive and provide details in your request. We encourage students to use their BearMail account 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: <u>unco.</u> <u>edu/living-on-campus/housing/laundry.aspx</u>. For repairs or issues with your on campus laundry, call Jetz Service Co at 1-800-530-5692 or visit <u>JetzService.com</u> 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, Wiebking and Wilson 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 CAMPUS

facebook.com/universitynortherncolorado and <u>/unco.HRE</u>

- O <u>@unc_colorado</u> and <u>@unc_hre</u>
- 🍯 <u>@unc_colorado</u>
- 🕑 <u>@unco_colorado</u>
- youtube.com/unortherncolorado

CONNECT WITH RESOURCES

Find resources on campus for help, support and community. Visit <u>unco.edu/student-affairs</u> and click on "Student Support and Resources."

Asian/Pacific American Student Services (A/PASS) 970-351-1909 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/

Bookstore 970-351-2135 www.bkstr.com/northerncoloradostore/home/en/

Card Office 970-351-2821 unco.edu/card-office/

Center for Career Readiness 970-351-2127 unco.edu/career/

Office of Global Engagement 970-351-2396 unco.edu/global/

Center for Women's and Gender Equity 970-351-1492 unco.edu/center-womens-and-gender-equity/

César Chávez Cultural Center 970-351-2424 unco.edu/cesar-chavez-cultural-center/

Counseling Center 970-351-2496 unco.edu/counseling-center/

Disability Resource Center 970-351-2289 unco.edu/disability-support-services/

Equity & Inclusion 970-351-1944 unco.edu/equity-inclusion/

Financial Aid (Bear Central) 970-351-4862 unco.edu/financial-aid/

Gender and Sexuality Resource Center 970-351-2906 unco.edu/gender-sexuality-resource-center/ Health Center 970-351-2412 unco.edu/student-health-center/

Marcus Garvey Cultural Center 970-351-2351 unco.edu/marcus-garvey-cultural-center/

Native American Student Services (NASS) 970-351-1909 unco.edu/native-american-student-services/

Parking Services 970-351-1971 unco.edu/parking/

Psychological Services 970-351-1645 unco.edu/cebs/psychological-services-clinic/

Registrar's Office (Bear Central) 970-351-4862 unco.edu/registrar/

Student Billing and Accounts (Bear Central) 970-351-4862 unco.edu/bursar/

Student Legal Services 970-351-2001 unco.edu/student-life/legal-services.aspx

Student Life 970-351-2871 unco.edu/student-life/

Technology Help Desk 970-351-4357 unco.edu/information-management-technology/

Tutorial Services 970-351-1904 or 970-351-1906 unco.edu/tutoring/

UNC PD 970-351-2245 or 911 unco.edu/safety/

Writing Center 970-351-2056 unco.edu/writing-center/

DINING ON CAMPUS

First-year students are required to carry on-campus meal plans while living in the residence hall. Upperclassmen living in Lawrenson Hall, the Arlington Park Apartments or one of UNC's houses can choose any meal plan. Students living off campus can also choose to carry any dining contract offered. Choose what works best for you!

Your meal plans give you access to both meals and Dining Dollars. Dining Dollars can be used at any of our Retail Dining locations across campus (including mobile food carts) and vending machines. Use your meals at Holmes Dining Hall or Tobey-Kendel Dining (the mobile food carts will be in the TK courtyard during fall 2023). Meal plan holders can also use up to five meal swipes per week at Bowlful, Crisol Latin Kitchen, Empire State Pizza and Burger & Co.

Learn more about the new dining experiences at Tobey-Kendel Dining hall here.

ON CAMPUS MEAL PLANS: FIRST YEAR STUDENTS

- 300 Meals + 300 Dining Dollars
- 250 Meals + 400 Dining Dollars

ON CAMPUS MEAL PLANS: SOPHOMORE AND ABOVE

- 300 Meals + 300 Dining Dollars
- 250 Meals + 400 Dining Dollars
- 150 Meals + 450 Dining Dollars
- 125 Meals + 350 Dining Dollars

OFF CAMPUS MEAL PLANS

- 75 Meals + 400 Dining Dollars
- 50 Meals + 500 Dining Dollars
- 25 Meals + 600 Dining Dollars

MEAL PLAN TIPS

Here are some tips to easily manage your meal plan:

- Login to the dining portal to view your balance at mydining.unco.edu
- Adjust your meal plan by the Drop Deadline:
 - Friday, Sept. 1, 2023 for fall 2023
 - Monday, Jan. 22, 2024 for spring 2024
- · Meals swipes are valid for one semester, but Dining Dollars roll over from fall to spring.



TIME CRUNCH? WE GOT YOU!

Our Bear On The Run programs allow you to carry to-go meals from the dining halls. Opt-in to sustainable "hot" to-go program for \$5 (use your dining dollars if you want). Bring it back and trade it for a clean box or a carabiner for next time. In case of damaged, lost or moldy boxes, replacements will cost \$5.

EVERYDAY APP

Order from select retail locations and schedule when to pick up your meal. There is no need to wait in line! You can also view menus, allergen information and nutritional information from the convenience of your mobile phone. All allergens are pulled directly from menus and viewable in the app for all dining spaces at the university. Learn more at <u>everyday.sodexo.com</u>.

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: Basin Courtyard ᠑
- Turner Hall: Basin Courtyard 10

The Ridge Check-In Locations

- Lawrenson Hall: Lawrenson Hall 11
- North Hall: North Hall 12
- South Hall: South Hall 13

The Mesa Check-In Locations

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

- Belford Hall 1
- Weibking Hall 2
- Gordon Hall
- Trotter House

Check in by entering **Brown Hall's main front door,** and go down into the **Lower Centennial** for:

- Brown Hall
- Bond Hall 5
- Dickeson Hall
- Luján Hall 🚺

Check in by entering **Hansen Willis Hall's main** front door and go down into the lounge for:

Hansen-Willis Hall

Apartments and University Owned Houses

Those living in the Arlington Park Apartments and 10th Avenue Houses will check in at the Arlington Park main entrance for Building One. Those living in Trotter House will check in at Wiebking Hall at the West main entrance.

Parking During Move-In

Parking is FREE in all lots, regular spaces Aug. 11-20. Normal lot enforcement begins at 8 a.m. Monday, Aug. 21.

30-Minute Parking for Unloading

Lots H, F, V and ZS and portions of I, J, T, Q and 10th Avenue have been reserved as 30-minute loading areas for Thursday and Friday. Please use these 30-minute loading areas to unload and then move your vehicle to ensure that everyone is given equal opportunity to access the halls.

When You're Done Unloading

Please move your vehicle to any regular space in lots J, I, C, T or Q. F lot is a Faculty/Staff Lot and will require a FS permit starting 8 a.m., Aug. 21. Please do not leave your vehicle parked in F Lot.

Parking Enforcement

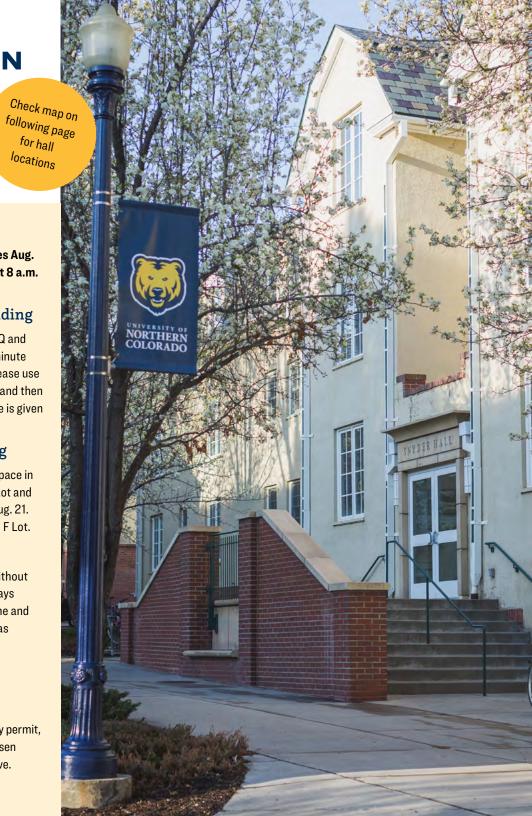
Regular, unmarked spaces can be used without a UNC permit during move-in, but we always enforce safety violations including fire lane and ADA spaces, and restricted spaces such as Service and Loading Spaces.

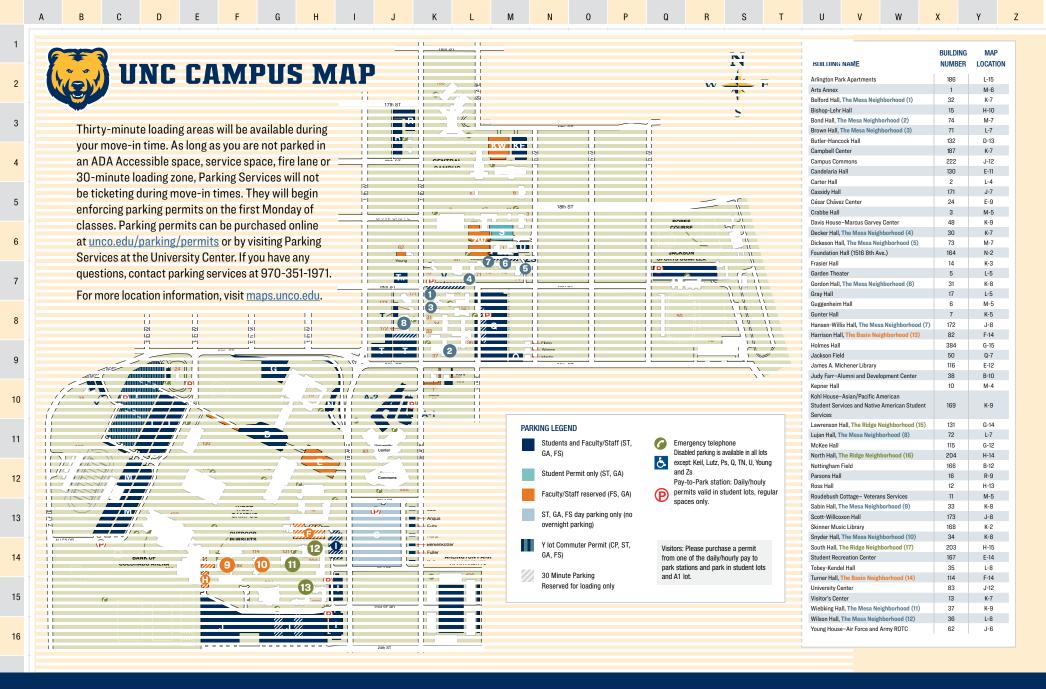
Parking Permit Sales

Purchase permits online at

unco.thepermitstore.com.

Remember to print and use your temporary permit, because all permits are mailed to your chosen address and may take up to 14 days to arrive.





Dining options at the UC



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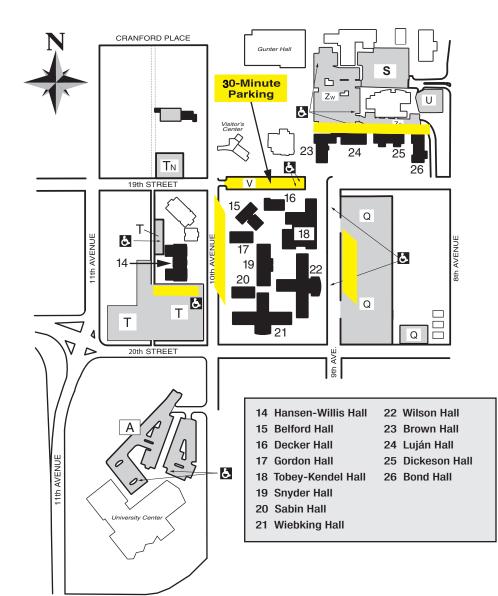
MUNCHY

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



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Mesa Neighborhood Residence Hall Move-in



Parking is FREE in all lots, regular spaces only Aug. 11-20

Normal Lot Enforcement begins at 8 a.m., Monday, Aug. 21

Areas highlighted on the map are reserved for 30-MINUTE LOADING ONLY

30-MINUTE PARKING FOR UNLOADING

Lots V, ZS and portions of T, Q and 10th Avenue have been reserved as 30-minute loading areas for Wednesday and Thursday. Please use these 30-minute loading areas to unload and then move your vehicle to ensure that everyone is given equal opportunity to access the halls.

WHEN YOU'RE DONE UNLOADING

Please move your vehicle to any regular space in lots T or Q Lots.

PARKING ENFORCEMENT

Regular, unmarked spaces can be used without a UNC permit during move in, but we always enforce safety violations including fire lane and ADA spaces, and restricted spaces such as Service and Loading Spaces.

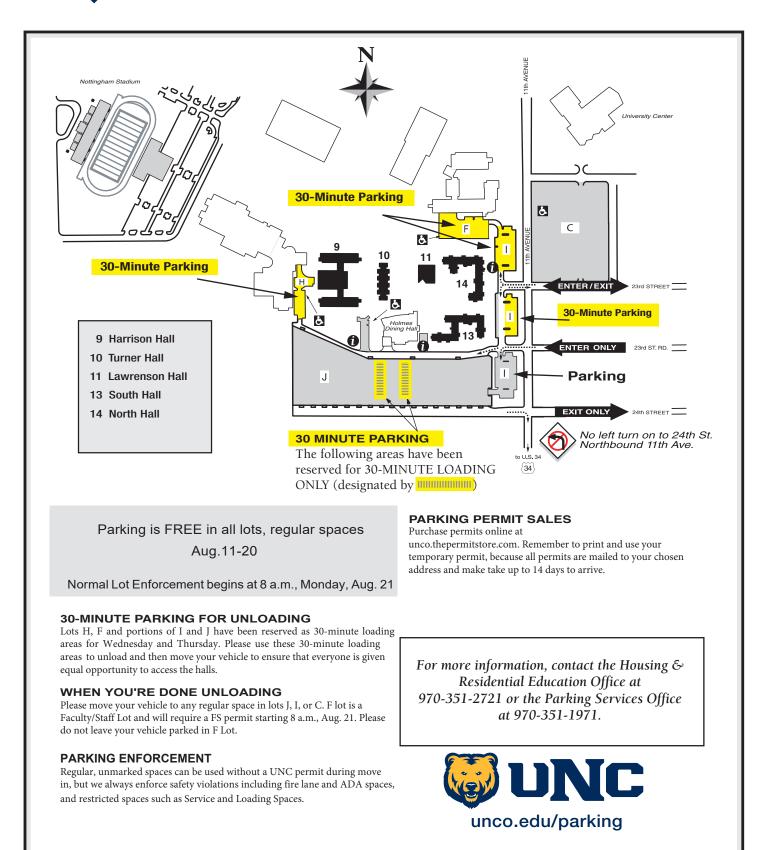
PARKING PERMIT SALES

Purchase permits online at **unco.thepermitstore.com**. Remember to print and use your temporary permit, because all permits are mailed to your chosen address and may take up to 10 days to arrive.

For more information, contact the Housing & Residential Education Office at 970-351-2721 or the Parking Services Office at 970-351-1971.



Basin and Ridge Neighborhood Residence Hall Move-in



Restricted spaces will still be enforced including ADA, Fire Lane, Service, Loading and Time-Restricted Zones. Please park within a parking stall while on campus.