HOME AT UT

THE UNIVERSITY OF TOLEDO

Division of Student Affairs
Office of Residence Life
Fall 2016
Welcome to on-campus living at The University of Toledo. More than 2,700 students call our residential facilities home, where we provide living and learning opportunities. We encourage you to become an active and positive contributing member of your new community. You are encouraged to email your roommate(s)/suitemate(s) before the start of the fall semester to discuss what items to bring, college expectations, and getting along as a group.

The mission of the Office of Residence Life is to foster academic and social success for our residents by providing a safe community, excellent housing facilities, education, a culture of respect and the formation of lifelong relationships.

The Office of Residence Life is an integral part of and exists to support the academic and educational mission of The University of Toledo. The office provides a variety of living options and joins with students to create and maintain safe and supportive communities that promote the development of life and leadership skills. Within these communities members are active in holding each other accountable and responsible for their actions.

Through intentional use of student development theories, the department provides meaningful experiences and opportunities for student growth. The office provides activities and programs that recognize, address, and appreciate the needs, interests, and diversity of experience in the resident population. Through systematic and regular evaluation, the office is committed to continuous improvement in the quality of the residential experience.

– Office of Residence Life

Your Housing Assignment

Many of you have already selected your housing assignment via the myUT Portal at myut.utoledo.edu. If you have not self selected a room by 5 p.m. on June 30, 2016, the University Housing will assign you to a room, if available, based on your date of application. Log into the myUT Portal and view your housing assignment and roommate information. You are encouraged to email your roommate(s)/suitemate(s) before the start of the fall semester to discuss what items to bring, college expectations, and getting along as a group.

Students who do not make the $100 pre-payment (deposit) and $40 non-refundable application fee, if applicable, will not be assigned housing unless they have been granted a housing fee deferment by the Office of Residence Life. After June 30th payment/deferment is received, and the online housing contract is signed you will be assigned housing to any available space. University Housing will continue to make housing assignments on a daily basis, so check the housing portal frequently.
ROOM CHANGE POLICY

There is a room freeze for the first two weeks of the semester, where no room changes will be permitted. Starting the third week of classes, residents can request to change their housing assignment by visiting the front desk of the residence hall they would like to move.

Residents are encouraged to discuss any housing issue with their Resident Adviser, Graduate Assistant Hall Director, or Hall Director as there are processes that residents can use to set up roommate contracts as well as mediating situations that may come up throughout the semester.

CHECK-IN INFORMATION

STEP ONE: All fees, including but not limited to housing, meal plan, tuition, and other associated fees must be paid in full or must be current on their installment payment plan prior to a student checking into the residence halls. A student’s failure to be financially responsible before check-in may result in a delay with their check-in process. The student will be required to attend a financial consultation to determine eligibility for check-in with a representative of the Treasurer’s Office.

STEP TWO: Determine your move-in date and time. Refer to page 13. Students are to check in by 5 p.m. on Monday, August 22, 2016. If you are unable to arrive by this date and time, you must notify the Office of Residence Life so your room is not cancelled.

STEP THREE: Arrive at the building you are assigned to on your designated check-in date.

STEP FOUR: Complete the check-in process. You must have your University ID (Rocket Card) to check in and receive your room key(s). Your University Housing contract is in effect for the full academic year, August 22, 2016 - May 2, 2017.

STEP FIVE: Unload your belongings. When first-year students arrive, you will see faculty, staff, students and community volunteers wearing T-shirts with a frog logo. These are the F.R.O.G.s (First Year Resident Orientation Guides) who will help you unload your belongings and move them into your assigned residence hall.

Parking may be a challenge when you arrive. Please remain patient and allow for plenty of time to unload your belongings.
**COMMUNITY LIVING & INVOLVEMENT**

As in any community, our residential communities have policies and rules that each resident is expected to follow. These policies and rules are designed to provide a safe, comfortable, orderly and beneficial environment for everyone who lives there. The key is respect for yourself and the members of your community!

UT has zero tolerance for illegal drugs, alcohol abuse and violence. Residential student actions are subject to the Student Code of Conduct and the Residence Living Guide. The University will take action to address these violations of law and policy.

We encourage you to get involved in your Hall Council and the Resident Student Association to gain leadership experience and meet new people. These organizations are governing bodies for students living on campus. By participating, students can discuss issues, voice opinions to UT’s administration and sponsor many social, cultural, service-oriented and educational activities. These groups are open to all UT students living on campus. Watch for information during the first week of classes about meetings in your residence hall.

**EARLY ARRIVAL**

All students are expected to move into their residence hall on their assigned move in date. (See schedule on page 13) If you need to arrive early, you may do so beginning Saturday, August 13, 2016. Advanced notice is required by completing an Early Arrival Form request.

A $25 per day early arrival fee will be charged to the account of students who move in before their assigned move-in date unless the student’s sponsoring department covers the early arrival fees. Students participating in a University-sponsored program and/or University employment and are required to be on-campus early must coordinate their move-in date with their University contact person. Advanced notice is required by completing an Early Arrival Request form which can be found on the housing website.
The furnishings in the residence halls for each student are a twin bed and mattress which measures 36 x 80”, a desk and chair, chest of drawers, and a wardrobe or closet space. All residence halls have furniture that can be lofted or bunked to provide additional space below the bed, except MacKinnon, Scott and Tucker halls. Students interested in a loft in Parks Tower must rent a loft from the University Housing for $50 per semester. Loft rentals are available through the housing application.

### RESIDENCE HALL ROOM RATES

The approved room fees per person, per semester for the 2016-2017 academic year are as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Type</th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>International House‡°</td>
<td>Single</td>
<td>$4,719.50</td>
<td>$3,932.50</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$3,932.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ottawa House‡</td>
<td>Single</td>
<td>$4,719.50</td>
<td>$3,932.50</td>
<td>$3,932.50</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$3,932.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>$3,932.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks Tower*</td>
<td>Single</td>
<td>$4,179.50</td>
<td>$3,484</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$3,484</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presidents Hall°</td>
<td>Single</td>
<td>$4,719.50</td>
<td>$3,932.50</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$3,932.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacKinnon*∞</td>
<td>Single</td>
<td>$4,179.50</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott and Tucker Halls*∞</td>
<td>Single</td>
<td>$4,179.50</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McComas Village**</td>
<td>Single</td>
<td>N/A</td>
<td>$2,706</td>
<td>$2,706</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$2,706</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple</td>
<td>$2,706</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*community bath ‡4 person suite °6 person suite *6 person suite **Limited to certain Greek Organizations ∞ exclusive to Honors College students ×double rooms converted to singles
MEAL PLANS

All students who live in the residence halls are required to be on a meal plan.

Meal Credits may be used at our all-you-can-eat-facilities.

Dining Dollars can be used like cash at any venue on campus.

Rocket Card Dollars are similar to a debit account. They may be used at on-campus facilities as well as at some off-campus merchants and can be loaded through a students myUT account.

For more info, please visit the Meal Plan website: utoledo.edu/mealplans
Mail to students living on campus should be addressed as follows:

Student Name  
Building Name, Room #  
Mail Stop Number (MS#)  
The University of Toledo  
Street Address  
Toledo, OH 43606 (+ 4 DIGIT code)

<table>
<thead>
<tr>
<th>MS#</th>
<th>Residence Hall</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 506</td>
<td>International House</td>
<td>1730 West Rocket Dr. 43606-8806</td>
</tr>
<tr>
<td>MS 610</td>
<td>MacKinnon Hall</td>
<td>2070 Campus Dr. 43606-3324</td>
</tr>
<tr>
<td>MS 320</td>
<td>McComas Village</td>
<td>2940-3130 Village Loop 43606-8807*</td>
</tr>
<tr>
<td>MS 518</td>
<td>Ottawa House West</td>
<td>1600 West Rocket Dr. 43606-8805</td>
</tr>
<tr>
<td>MS 517</td>
<td>Ottawa House East</td>
<td>3030 Residence Dr. 43606-8803</td>
</tr>
<tr>
<td>MS 315</td>
<td>Parks Tower</td>
<td>3025 South Glass Bowl Dr. 43606-8800</td>
</tr>
<tr>
<td>MS 514</td>
<td>Presidents Hall</td>
<td>3045 Residence Dr. 43606-8804</td>
</tr>
<tr>
<td>MS 535</td>
<td>Scott Hall 2130</td>
<td>Campus Dr. 43606</td>
</tr>
</tbody>
</table>

RESIDENCE HALL CABLE AND PHONE SERVICE

Due to the increase in cell phone usage and decrease in landline usage, the Office of Residence Life no longer provides free phone service in each residence hall room. With the exception of students residing in Scott and Tucker halls, all other residents who desire a telephone line in his or her individual room can request one. To establish individual phone service, contact the front desk of your residence hall.

Digital cable is provided to all residents free of charge. Students can choose to add additional cable channel packages through Buckeye Broadband. More information will be available at check in and through your Resident Adviser and Hall Director.

STUDENT PROPERTY INSURANCE

Regardless of where you live, it is very important to make sure your personal belongings are insured.

Most renters are not covered by the property owner’s insurance; so in the event of fire, theft, lightning strikes, water damage, etc. you are responsible for replacing your personal items. If your parents claim you as a dependent, check to see if you are covered under their homeowner’s policy. If not, they may be able to purchase a “rider” policy to cover you as you live away from home.

You also can purchase your own policy; we recommend calling an insurance agent to get quotes. Ask about a policy that provides replacement costs. This may seem to cost you more up-front, but it can be worth the price if disaster strikes, since most insurance companies pay a depreciated value for your possessions. Some national insurance companies offering personal property insurance to college students include Student Personal Property Protector Plus, National Student Services Inc., CSI College Student Insurance, and Worth Avenue Group.
COMPUTER SERVICES

In addition to campus computer labs, the Office of Information Technology (IT) and the Office of Residence Life offer free, high-speed network and Internet access to every student living on campus. All residence halls are wireless. Students who bring a personal computer to campus must ensure the Operating System and Office applications are up to date with the latest service packs and security patches. Failure to do so will result in disconnection from the University network.

**Recommended automatic update settings**
If you have Windows Vista, Windows 7 or Windows 8, you can set your computer to automatically download and install critical updates from Microsoft as they become available. This updating function can also be performed manually. Visit windowsupdate.microsoft.com for updating instructions.

**Recommended automatic update settings for Mac devices**
If you have Mac OS X machine, you can set your computer to automatically download and install critical updates from Apple as they become available. This update function can also be done manually by going to System Preferences>Software Update.

**Virus protection is a MUST**
Be sure that your virus software subscription is up to date and your virus definitions are current. McAfee Virus Scan is the University’s standard anti-virus software. All residence hall students are provided this software free of charge. You can download and install your Anti-Virus software by logging into your myutaccount.utoledo.edu and clicking on the Download Virus Scanner button. Your McAfee Anti-Virus Software is licensed for 1 year. If you suspect that the PC you will bring to campus is infected with a virus or if the computer is not performing properly, we encourage you to take it to the Information Commons IT desk located in the back of Carlson Library. If you want to do this before arriving on campus please take it to a PC repair shop for a general “Tune-Up.” This will enable you to immerse yourself immediately in this technology-rich education environment.

**Wireless/Ethernet Connection**
Wi-Fi is available campus wide and in the Residence Halls it is called Secured Public and you authentic using your UTAD account and password. For help with Ethernet or Wireless connectivity please visit utoledo.edu/it/NS/UTNet_Connections.html

**Copyright Laws**
Many students are disconnected from the residence hall network each year due to downloading illegal movies and music from the Internet. Please do not let this happen to you. The consequences and penalties can be very stiff. For more information, please visit riaa.com or mpaa.org.
Students receive bill notification electronically via their University of Toledo assigned e-mail address. The University e-mail address (firstname.lastname@rockets.utoledo.edu) allows guaranteed delivery, provides quicker communication and is consistent with other processes. If other parties such as parents, grandparents, guardians, etc. are assisting a student with payment, it is the student’s responsibility to communicate the balance owed and the date it is due. To ensure you will have housing in the residence halls in the fall, it is important that you are financially cleared prior to check in, meet all payment deadlines, and are registered for classes.
**PERMITTED & PROHIBITED ITEMS**

**What To Bring With You**

**Permitted**

**For Internet Access**
- ANIC (Ethernet) card
- An Ethernet cable
- Wireless Network card

**Kitchen Supplies**
- Can Opener
- Cups/Glasses
- Plates
- Utensils

**Laundry Supplies**
- Iron & ironing board
- Laundry detergent
- Fabric softener
- Money on your Rocket Card for laundry machines

**Personal Products**
- Soap
- Toiletries
- Hangers
- Hair Dryer

**Linen**
- Sheets & bedding (x-long twin size)
- Towels & washcloths
- Items for sale by the Resident Student Association at: rhl.org/uto

*The beds in all the residence halls are extra long twin-size, 80 inches.*

**Appliances & Electronics**
- Stereo and headphones
- Refrigerator—4 cu. ft. or less
- Microwave—1000 watts or less
- Fan
- Coffee maker
- Hot pot
- TV/DVD Player
- Record serial numbers for above items

**Miscellaneous**
- Cleaning supplies
- Surge protector
- Extension cords
- Paper Towels
- Playing cards & games
- Throw rugs or carpet
- Tissues
- Alarm Clock

**What To Leave At Home**

**Prohibited**
- Sandwich Makers
- George Foreman Grills
- Hot Plates/Space Heaters
- Amplified Sound Equipment
- Air Conditioner
- Candles
- Toaster Oven
- Toaster
- Sun Lamps/Halogen Lamps
- Wireless Internet Routers
- Incense and candles/warmers
- Drug paraphernalia
- Hoverboards
RESIDENCE HALL OPENING WEEK: FUN FOR EVERYONE

**Monday, August 15 - Thursday, August 19**
Various events each night including outdoor movies, a BBQ, a Bonfire, Taste of Gateway for free food and karoke.

**Friday, August 19**
Convocation – Glass Bowl
Join the UT President, faculty, staff and student leaders for a special event to mark the beginning of your academic journey at UT.

Dinner and Entertainment
Continue the celebration at the Welcome BBQ, concert and party!

MOVE IN
Residents may move into their assigned residence hall according to the schedule listed on page 13. When you arrive, you will receive instructions on where to park and unload your belongings. In order to move in and complete the check-in process, a student must have their Rocket ID and be financially cleared. All residential students must be registered for classes prior to August 29, 2016.

If a student registers for classes after August 30, 2016, he/she will have lost their room assignment and once registered for classes, may be assigned if any rooms are available at that time.

Personal, two-wheeled carts may be used while moving. We recommend bringing one to help ease your move-in experience.
<table>
<thead>
<tr>
<th>Building</th>
<th>New Residents</th>
<th>Entrance to Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Presidents Hall</strong></td>
<td>HPLLC</td>
<td>Floors 1, 2, 5</td>
</tr>
<tr>
<td><strong>International House</strong></td>
<td></td>
<td>Floors 2, 5</td>
</tr>
<tr>
<td><strong>MacKinnon, Scott and Tucker Halls</strong></td>
<td>All Floors</td>
<td>All Floors</td>
</tr>
<tr>
<td><strong>Ottawa East</strong></td>
<td></td>
<td>Floors 2, 5</td>
</tr>
<tr>
<td><strong>Ottawa West</strong></td>
<td></td>
<td>Floors 3, 5</td>
</tr>
<tr>
<td><strong>Parks Tower</strong></td>
<td>Floors 12, 13, 14, 15, 16</td>
<td>Floors 7, 8, 9, 10, 11</td>
</tr>
</tbody>
</table>

First Year Orientation Guides (FROGs) will only be available to assist with move in from 9 A.M. – 5 P.M.
The University of Toledo has a mandatory MMR Policy (Measles, Mumps, and Rubella). All incoming students and all students living on campus must provide official documentation for having had two MMR vaccinations.

Documentation includes a copy of the immunization record, written statement on physician’s letterhead/script pad or high school records. Please check the The Main Campus Medical Center’s Web site (utoledo.edu/healthservices/student) for updates on where to submit the documentation prior to move in.

All incoming International Students with a permanent address in a Tuberculosis active country are required to have a Tuberculosis test, Quantiferon, prior to the first day of classes. Students must submit those results to the Main Campus Medical Center via fax at 419.530.3499.

Meningococcal disease is not common but is very serious; mortality rates from this type of bacterial infection are approximately 15%; and among survivors, up to 20% may suffer serious complications such as brain damage or limb amputations. Because college students living in residence halls are relatively more susceptible to this disease, it is the recommendation of the Advisory Council on Immunization Practice/CDC that all freshmen living in residence halls receive the meningococcal vaccine.

Since 2005, Ohio state law has required students residing in university housing to disclose whether they have been vaccinated against meningococcal disease (and hepatitis B). At this time, University policy is that students need only disclose their immunization status as is required by state law, though the University strongly recommends vaccination. At Rocket Launch Orientation, Ohio Department of Health information on meningococcal disease will be available in the hopes that parents/students will consider obtaining this vaccination prior to move-in.
PARKING POLICY

If a student wishes to purchase a parking pass, they must sign up online via the myUT Portal, myut.utoledo.edu.

All students residing on campus who have less than 30 earned credit hours will be required to park at the Scott Park Campus in Lot 21 (west of the Scott Park Classroom Center). This lot is fenced and gated, as well as monitored by cameras and officer patrols.

CANCELLATION INFORMATION

All first-year and second year students who live outside of a 25-mile radius from UT are required to live on campus. Students who reside within a 50-mile radius can choose to live on campus, but it is not required.

If you plan to attend UT, but no longer need housing in the residence halls, please submit a written request cancellation via e-mail reslife@utoledo.edu, submit a written request cancellation via e-mail at reslife@utoledo.edu from your official Rockets e-mail.

If you do not plan to attend UT, prior to August 22 please login to the myUT portal and under the "New Student" tab select "New Student Not Planning to Attend" to complete the necessary steps to process your cancellation. After August 24, please submit a written request as outlined above.

Please review the refund policy on the back cover.
REFUND POLICY

The Office of Residence Life understands that situations outside of your control may arise during the course of your housing contract. If such a situation should occur, contact the Office of Residence Life as soon as possible to begin the process of withdrawing you from University Housing. You may be eligible for a partial refund of your housing fee.

1. The $40 application fee that accompanies the housing and dining application is non-refundable.

2. The $100 prepayment is refundable in full if your application was cancelled online by 5 p.m. on May 1, 2016

3. If the housing application/contract is cancelled after 5 p.m. on May 1, 2016, there is no refund of the $100 prepayment fee.

Contract Cancellation on or after the first day of classes
Once the contract period begins, if a currently enrolled student has checked into the residence hall and is granted a contract release before the end of the contact term, he/she will be responsible for room and board charges up until the time of check-out plus a $100 non-negotiable cancellation fee.

Once the contract period begins, if a currently enrolled student has checked into the residence hall and is not granted a contract release or is removed for disciplinary reasons before the end of the contract term, the student will be responsible for room and board charges for the full amount of the academic year or summer housing contract.

CONTACT US

The University of Toledo
Office of Residence Life
Ottawa West Room 1014
419.530.2941 (Office)
419.530.2942 (Fax)
residencelife.utoledo.edu (Web site)
reslife@utoledo.edu (e-mail)