



MOVE IN **GUIDE 2011-12**

 ILLINOIS INSTITUTE OF TECHNOLOGY

- **McCormick Student Village**
- **State Street Village**
- **Gunsaulus Hall**
- **Carman Hall**



WELCOME

MOVE-IN GUIDE 2011-12

Welcome to Illinois Institute of Technology! Whether you are a new or returning resident, we hope you find this brochure helpful when planning your move to campus housing. Please take the time to review the important enclosed information. We are busy preparing for your campus arrival and look forward to welcoming you soon.

The 2011-2012 academic year will be full of learning experiences for you, both in the classroom and in your new living community. The staff of Housing & Residential Services is prepared to help you make a smooth transition. Our staff will be up bright and early to help make your move-in just right!

Move-in begins at 9 a.m. on Wednesday, August 17.

We hope you, your family and your new IIT classmates, join us for the Opening Day BBQ on Wednesday, August 17 from 11:30–2 p.m.

Once you arrive on campus, be sure to join your new classmates at the many activities planned for Welcome Week. Join us at the movie in the park, pancake breakfast, outings to downtown Chicago and more! Learn about Welcome Week online at: <http://iit.edu/housing>.

Thank you for choosing Illinois Institute of Technology. Please feel free to contact us with any questions!

Jennifer Luttig-Komrosky
Director, Housing & Residential Services



MEETING NEW PEOPLE & GETTING INVOLVED

PEOPLE YOU WILL MEET

The staff at IIT strives to maintain an on campus environment that fosters both academic services and personal growth of its residents. There are many opportunities for involvement and positions of leadership in the residence halls. By taking advantage of such opportunities, residents have a chance to grow through the development of new friendships, exploration of new ideas and involvement in new activities.

Your **Resident Advisor (RA)** is a student staff member who is trained to help acclimate you to community life and to assist you with your needs. They provide floor meetings, along with social and educational programming, to help your community unite. There are forty Resident Advisors to serve as resources while you stay in the residence halls.

Your **Community Desk Assistant (CDA)** staff is comprised of over 100 student staff members. The team works to greet you when to return to the hall, and keep the residence halls secure. CDA staff offer resident support and manage the front desks in each building.

Your **Residence Hall Director (RHD)** is a professional staff member who supervises the Resident Advisors and advises the Residence Hall Association. They work to build strong communities and support your out of classroom learning.

Your **Operations Coordinator (OC)** conducts the Facility Inspection program, enters and tracks work orders, and administers building improvements.

Your **Service Coordinator (SC)** supervises the CDA staff, and manages the Summer Conference Program.

Your **Housing Assignment Coordinator (HAC)** manages room and board assignments for all residents, including room changes. The HAC also coordinates all residence hall student billing.

GETTING INVOLVED

There are endless possibilities for involvement with your floor or hall community. Additionally, you can create an organization to match your interests, passions, curiosities, needs, and leadership skills. Your RA can help you learn more about all the possibilities!

Residents are encouraged to contribute to the vibrancy of their floor community by becoming active with Floor Leadership Teams. Your RA will provide additional information at your Opening Floor Meeting.

The Residence Hall Association (RHA) is a student organization that promotes resident interests and fosters a sense of community within McCormick Student Village (MSV), Gunsaulus Hall (GU), Carman Hall (CA) and State Street Village (SSV). All residents who live in MSV, GU, CA and SSV are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings, planning social and educational events, and participating in local, regional, and national conferences.

In past years, RHA has planned popular events like the Boat Cruise, and Pumpkin Carving. RHA also provides a voice for residents living in the residence halls to give constructive feedback about relevant concerns such as housing improvements and dining options. RHA members working closely with Housing & Residential Services make on-campus living a great experience for everyone. Residence Hall Association is a great way for residents to get involved. RHA can be contact online at: <http://rha.iit.edu> or by emailing rha@iit.edu.

ASSIGNMENTS & ROOMMATES

Housing assignments are made based on your application preferences, including gender and date of application. Housing & Residential Services makes every attempt to honor roommate requests. However, due to the high demand for campus housing, we cannot honor all roommate requests.

We encourage you to take time to get to know your new roommate. The Roommate Agreement provided by your RA can assist you begin to have conversations about items that may result in roommate conflict. Roommate change requests will be accepted beginning Tuesday, September 7, and are made on a space-available basis. Details about the room change process can be found in the Residence Hall Handbook at: <http://iit.edu/housing>.

You may contact your roommate and get details on your room assignment using the information found in your roommates profile in MyRoom viewable at: <http://myroom.iit.edu>. The details of your room assignment can be found by logging into your personal account at <http://myroom.iit.edu>. Log in using the same username and password as my.iit.edu.

EARLY ARRIVALS

Housing & Residential Services encourages all residents to arrive on Wednesday, August 17 between 9 a.m.–5 p.m. Due to extenuating circumstances, some residents will need to move in earlier than August 17. If you need to move in early, please contact Housing & Residential Services no later than August 1, 2011. All early arrivals will be assessed a prorated fee for each night prior to August 17. Residential dining is not available prior to August 17. Requests for early arrival are granted based on resident needs and available space; please know not all early arrival requests will be granted. Residents arriving early, may be placed into temporary housing accommodations. If you are planning to arrive prior to August 17 at 9 a.m, please submit your request to Housing & Residential Services online at: <http://iit.edu/housing>.

LATE ARRIVALS

Housing & Residential Services encourages all residents to arrive on Wednesday, August 17 between 9 a.m.–5 p.m. Move-In is also available August 17-21 between 9 a.m.–5 p.m. Residents should expect delays, as not all services will be available. Residents who do not arrive by the first day of school on Monday, August 22 at 5 p.m., will have their contracts cancelled and will be billed full academic year cancellation fees. If you are planning to arrive after August 23 at 5 p.m., please submit your request online at <http://iit.edu/housing>.

CANCELLATIONS

If your plans change and you will not be enrolling for the fall semester, you must notify BOTH Housing & Residential Services and the Office of Admissions, separately, in writing (email, fax, or letter). The 2011-12 Room and Board Contract is valid for the entire academic year. Cancelling your contract will result in financial penalties. You may review the 2011-12 Room and Board Contract for cancellation terms and policies. More information about cancellation terms, including the steps required to cancel your contract, can be found by viewing: <http://iit.edu/housing>.

CONTACTING YOUR ROOMMATE

Meeting and living with your new roommate is an exciting event that can enhance your college experience. We encourage you to contact your new roommate as soon as possible. Two things you want to do in your initial phone call or email are to get to know each other a bit and then coordinate with your roommate what items to bring. To view roommate contact information, log on to <http://myroom.iit.edu>.

GETTING TO KNOW EACH OTHER

You don't need to find out everything about your roommate in this first call or email! After all, you have a whole year to get to know each other. Sometimes it's hard to get the conversation rolling, so here are a few topics you may want to discuss before arriving on campus:

- What sort of activities do you want to get involved with on campus?
What do you plan on studying?
- What do you like to do for fun? What are your tastes in music, art, sports, etc?
- Who will bring what to campus (TV, fridge, etc.)?

Be careful not to jump to conclusions based on social networking profiles. When you arrive to campus, your RA will give you a Roommate Agreement to complete with your roommate. The Roommate Agreement serves as a prompt to begin conversations about some basic aspects of sharing a room and potential sources of conflict. Some of the topics include: How do you like to study? Are you a morning or night person? Do you prefer an organized room or a more casual room? How do you feel about visitors in the room? If I do something you're not happy about, how would you like us to handle it?

What happens if you have a disagreement with your roommate? Talk to him or her. Most disagreements can be solved with open communication. Your Resident Advisor can assist you in preparing for a conversation with your roommate. If you still have trouble after the conversation, your RA may assist you in mediating your conflict.

ACCESSIBILITY

Housing & Residential Services works with residents to provide needed accommodations and support for residents with disabilities so that they are able to fully participate in programs and services that are available at IIT. Housing & Residential Services partners with the Center for Disability Resources. Please contact Housing & Residential Services by July 1, 2011 if you will need additional accommodation.

CHECKING IN AND MOVING IN

State Street Village, McCormick Student Village, Carman Hall, and Gunsaulus Hall residents will check in at MSV at 3241 S. Wabash Ave. During the check in, you will be given directions on how to get to your residence hall room, where to unload, and where to park after unloading. Volunteers wearing team shirts will be on hand to help give directions and answer any questions that you may have!

MAKE YOUR MOVE IN EXPERIENCE QUICK & EASY FIVE EASY STEPS TO MOVE-IN!

- 1** Park your vehicle in a 15-minute designated unloading zone (see map). Remember, parking is prohibited on State Street.
- 2** Bring your student ID to your designated residence hall check-in location. All check in locations are in McCormick Student Village. Pick up your keys, Room Condition Form (RCF) and 2011-2012 Residence Hall Handbook.
- 3** Unload items from the designated 15-minute unloading zone. Once your vehicle is unloaded, move it to the Move-In Day parking lots.
- 4** Unpack! Meet your new roommates! Get to know your residence hall! Get involved!
- 5** Final step...Return the Room Condition Form to Housing & Residential Services no later than Friday, September 2.

MOVE-IN DAY TIPS

- 1** Manage your belongings. If you need a moving truck, you are bringing too much! However, a dolly or hand truck will be helpful for a quick move in.
- 2** Label your boxes! Pack smaller boxes that are not too heavy. Not all buildings have elevators, and it is common for lines to be very long when waiting for the elevator.
- 3** Recruit family and friends to assist you. When unloading your car and getting your belongings up to your room quickly it is beneficial to have helping hands.
- 4** Bring your patience. Housing & Residential Services staff will be at all buildings to make your Move-In day seamless. Traffic can be heavy with nearly 1,500 residents moving in with the help of friends and family.
- 5** Observe all parking restrictions and traffic patterns. Don't park in fire lanes, service areas, driving lanes, roadways or other areas not designated for parking.

RESIDENCE HALL AMENITIES

WHO'S BRINGING WHAT?

Decide who will bring the telephone, room decorations, TV, etc. Will one of you be bringing a small refrigerator or do you want to rent one? How about decorating your room? Area rug or no? Please see the included list of what to bring and what not to bring.

LAUNDRY

Laundry machines are located in various locations in MSV, SSV, Carman Hall, and Gunsaulus. The laundry rooms are open 24 hours. Your ID card operates the washers and dryers using Tech Cash. The laundry machines run in 15 minute cycles, with the average wash load costing \$1.00 and dryer load costing \$1.25. Learn more about online vending at: <http://www.techcash.iit.edu>.

REFRIGERATORS

Micro-Refrigerators are available for semester and academic year rentals. Many residents find it convenient to have a microwave and refrigerator for snacks and late night meals. Place your order online at: <https://www.bedloft.com>. All orders placed by August 1, will be delivered to your residence hall room before you arrive.

Refrigerators are provided to all apartments in SSV, Carman, and Gunsaulus Hall. Refrigerators allowed in resident rooms are subject to restrictions dictated by safety and health considerations. Approved refrigerators should not exceed 3.0 cubic feet (or 4.0 cubic feet if energy star rated) and should not draw more than 2.0 amps. All wiring should be UL-approved and properly grounded. There is a maximum of one refrigerator or micro-fridge per room/apartment. Please know that microwaves are not permitted.

LOFTS

Place your order online at: <https://www.bedloft.com>. All orders placed by August 1, will be delivered to your residence hall room before you arrive. Lofts can only be rented for residents living in MSV, Carman Hall or Gunsaulus. Lofts are not available for SSV.

For residents who choose to loft their beds, their loft must undergo a safety inspection. Any non-approved lofts will need to be removed by the resident immediately. Residents cannot construct their own lofts. No furniture can be removed to accommodate lofts, as additional storage space is not available.

SURPRISE SOMEONE AND SEND SOME LOVE!

Few things mean as much as a gift from home. Start the semester off right by sending your resident a Surprise Someone Care Package. Don't stop there! Continue to let your special someone know you are thinking of them by sending care packages throughout the year. The Healthy "Brains and Grains" package is a perfect way to start off the new school year. Dealing with the stress of exams or celebrating a birthday can be difficult away from home.

Let IIT Dining Services prepare a personalized celebration cake, a get-well-soon package or any of our uniquely themed care packages. Order your Surprise Someone packages today and get an A+ for thoughtfulness. For more information about the Surprise Someone Program, visit dining.iit.edu and click on the Events & Promotions link or call 312.567.5251.

DINING SERVICES

The Commons Cafeteria is the primary dining center for residents living on campus. Residents have a number of meal plans to choose from and many come with an allotment of Bonus Points each semester. Bonus Points give you convenient access to meals or snacks at any IIT Dining outlet, whereas meals

must be used during designated meal periods in the Commons Cafeteria. If you wish to change your meal plan, you can do so at <http://iit.edu/housing> until Friday, September 2 at 5 p.m. For more information on campus dining, visit <http://dining.iit.edu>.

Join us for the IIT Opening BBQ on Wednesday, August 17 from 11:30 a.m.–2 p.m. Families and friends welcome!

HAWKCARD

The HawkCard is your picture identification card given to you by the Illinois Institute of Technology. It not only serves as your ID, but also gives you access to the residence and dining halls, laundry and vending, parking lots, computer labs, Keating Hall athletic facilities, the shuttle bus, library equipment check out, meal information, and TechCash balances. Use of a HawkCard by anyone other than the person to whom it is issued is prohibited. Unauthorized alteration of a HawkCard for any purpose is strictly prohibited.

FURNISHINGS AT IIT

Room amenities include bunkable bed frames with mattresses, drapes or mini-blinds; dressers; study desk and chair; telephone jack; and access to wireless network. Apartment style housing may include additional furnishing. Room layouts and dimensions are available for standard room types on the Housing & Residential Services website at: <http://iit.edu/housing>.

SHIPPING PACKAGES

If you are shipping personal belongings, please have them arrive after August 17. IIT is not able to accept resident packages prior to August 17.

MSV Mailing address:

3241 South Wabash Avenue
Box #
Chicago, IL 60616

SSV Mailing address:

3201 South State Street
Box #
Chicago, IL 60616

Gunsaulus Hall address:

3201 South State Street
Box #
Chicago, IL 60616

Carman Hall address:

60 East 32nd Street
Apt #
Chicago, IL 60616

You can find your mailing address & mailbox number in your profile in MyRoom viewable at: <http://myroom.iit.edu>.



SCARLET HAWK TECHNOLOGY

Office of Technology Services, commonly known as OTS, is an administrative division of Illinois Institute of Technology with primary responsibility for the University's hardware, software, network and telecommunications systems. A few of the most commonly used services are listed below. You can learn more about OTS online at: <http://www.iit.edu/ots>.

Some residence technologies, such as myroom.iit.edu and campus cable are managed through Housing & Residential Services. You can learn more about HRS online at: <http://www.iit.edu/housing>.

COMPUTERS ON CAMPUS

Residents have access to multiple computer labs across campus. IIT labs offer the use of PC and Mac computers, and provide other services such as printing and scanning. For information on computer labs, please visit: http://www.iit.edu/ots/computer_labs.shtml.

COMPUTING RECOMMENDATIONS

Many students will update their computers and software in preparation for coursework at IIT. Prior to making any purchases, it is recommended that you speak with your academic advisor. Additional recommendations can be found at: <http://www.iit.edu/ots>.



DATA NETWORK

IIT provides each resident with access to the internet. IIT is pleased to share that all residence halls will be utilizing Wireless G beginning in August 2011. This exciting new upgrade will allow residents easy, wireless access to the internet from all locations in all campus residence halls. Visit <http://www.iit.edu/ots> for more information about wireless internet.

TELEPHONE SERVICES

Each resident room in MSV, Carman Hall and Gunsaulus Hall is equipped with one live telephone jack. SSV is equipped with one telephone jack per person per room. Residents are responsible for providing a personal analog or touch-tone telephone handset. Telephone jack activation and registration is free and available online at:

<http://support.iit.edu>.

Free services include campus-wide dialing and toll-free numbers (800, 866, 877, 888). To make outgoing calls, a phone card is required.

Collect calls may not be accepted. For your convenience, "campus-only" wall phones are in the main common areas of SSV, MSV, Carman Hall and Gunsaulus Hall.

MY.IIT.EDU

My.IIT.edu is the web portal used to access your tuition account information, register for classes, update your demographic information, view your grades and perform a majority of University related tasks. For more information view:

<https://my.iit.edu>.

MYROOM.IIT.EDU

Residents can view their housing assignment and board plan online at:

<http://myroom.iit.edu>. View this page for campus housing updates and to make changes to your account. This service is managed by Housing & Residential Services.

CAMPUS CABLE

All of IIT's residence halls have access to free campus cable. Various programming is available, and feedback about channels selections is always welcome. View the programming options at: http://www.iit.edu/housing/resident_resources/information_guides.shtml. This service is managed by Housing & Residential Services.



DIRECTIONS TO IIT

Airports

IIT and Chicago are served by O'Hare International Airport and Midway Airport. Public transportation is available from O'Hare and Midway airports, and limousine or taxi services will take you from all airports to IIT's campus.

Train

Amtrak to Union Station, then public transportation or taxi.

Bus

To Greyhound or Continental Trailways terminal, then taxi or public transportation to IIT.

Rapid Transit

CTA Red Line (toward 95th) to Sox/35th Street station

CTA Green Line (toward Cottage Grove or Ashland/63rd) train to 35th Street/Bronzeville/IIT station.

CTA Bus lines with stops on State Street (#29 or #35) or Michigan Avenue. For schedules and routes, view the CTA home page at: www.transitchicago.com

Automobile

From the North:

Dan Ryan Expressway east to 31st Street exit, travel through to 31st to 33rd Street, turn left on to 33rd, continue past State Street into the parking lot.

Parking is available behind State Street Village in lots D1 & D2 (follow signs).

Metered parking is located along Federal Street north and south of 33rd Street, and in the Visitor's Parking Lot (Lot A4) at 32nd Street and State Street.

From the South:

Dan Ryan Expressway west to 35th Street exit, continue past the light at 35th to 33rd Street, turn right (east). Parking is available behind State Street Village in lot D1 & D2 (follow signs). Metered parking is located along Federal Street north and south of 33rd Street, and in the Visitor's Parking Lot (Lot A4) located at 32nd Street and State Street, on the east side of State Street.

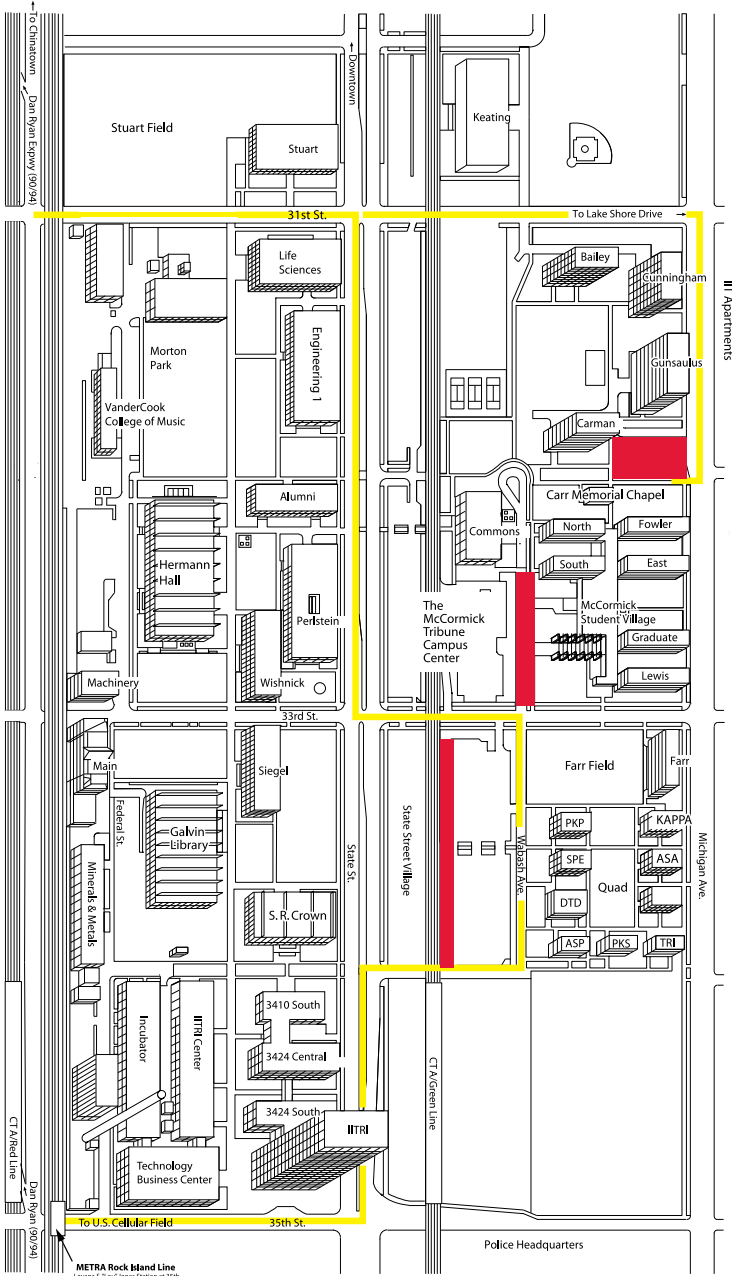
From Lake Shore Drive:

Exit at 31st Street, go inland (west) to State Street, turn left (south). Turn left on to 33rd Street. Parking is available behind State Street Village in lot D1 & D2 (follow signs). Metered parking is available in the Visitor's Parking Lot (Lot A4) located at 32nd Street and State Street, on the east side of State Street.

Campus Parking

Parking will be free of charge from 9 a.m.–5 p.m. on August 17. Residents and families are encouraged to park in lots D1 & D2 (State and 31st Street) during Move-In. Please plan to unload personal belongings near your assigned residence hall, and then quickly move your car to the parking lot. Do not leave your car unattended in front of the residence halls, as it will be removed by Public Safety. Please abide by all parking and traffic guidelines.

MAIN CAMPUS MAP



Preferred travel route

Designated unloading areas

STAYING INFORMED

HEALTH INSURANCE AND IMMUNIZATIONS

Residents should have their immunization forms turned in to the Student Health Center by Friday, September 2 at 5 p.m. Registration holds will start to go on student accounts on Tuesday, September 6. Residents can access the necessary form at: http://www.iit.edu/student_health/.

If residents already have their own health insurance and they do not want the IIT resident health insurance, they need to have their online waiver submitted by Friday, September 2. They can access the waiver online at: http://www.iit.edu/student_health/.

RESIDENT SAFETY & PROHIBITED ITEMS

Fire and smoke present dangers to the safety of the campus housing community and require all residents to be cautious. Residents using hair dryers or hot irons are not permitted to leave them unattended while plugged in. For fire safety reasons, and to prevent electrical overloading, the following items are prohibited in all campus housing.

- Electrical appliances without a UL label approved for safety.
- Refrigerator units exceeding 3.0 cubic feet (or 4.0 cubic feet if energy star rated) or multiple refrigerators in a unit.
- Halogen bulbs.
- Extension cords or multiple plugs, except for power strips with built-in circuit breakers.
- Storage of any electrical appliance in residents' rooms that is rated higher than 900 watts or that has an exposed heating element.

The above items will be confiscated and only available for return upon move-out.

CAMPUS SAFETY

Safety in the residence halls is everyone's job. All residents must show their HawkCard upon entering the residence halls. If a resident does not have a photo ID the Community Desk Assistant will not authorize entry into the residence hall. Guests must also have and show a photo ID prior to being granted entry. Residents must not prop open doors.

Be sure to sign up for IITAlert at: <http://www.iit.edu/iitalert/index.html>

PERSONAL PROPERTY

If your property is not already covered by insurance, it is strongly recommended that residents obtain coverage for their personal property. IIT will not reimburse residents for lost, stolen or damaged items. Make note of these useful tips!

- Lock your room whenever you are not home.
- Do not lend your room key or ID to anyone.
- Limit valuables in your room.
- Get to know your neighbors.
- Store your valuables out of sight.

Contact Public Safety for any safety concerns. Make your safety a priority!

IMPORTANT

Don't forget to pick up your copy of the Residence Hall Handbook.

The Handbook has important information regarding the residence halls. You can pick up your copy at the check-in table in your residence hall on Move-In Day. You can also view a copy of the Handbook at: <http://www.iit.edu/housing>.

WHAT TO BRING/WHAT NOT TO BRING

Below is a suggested checklist of items to consider bringing with you when you arrive on campus. For more information about prohibited items, please view the Housing & Residential Services website at: <http://www.iit.edu/housing>.

WHAT TO BRING

Clothing:

Bathrobe
Comfortable shoes
Dress shoes
Gloves
Hat
Light jacket
Pajamas/long underwear
Pants/jeans
Running shoes
Shirts
Shorts
Socks
Swimsuit
Underwear
Winter jacket

Bedding:

Extra-long twin sheets
(Dimensions: 39"x80"x9")
Heavy & light weight blanket
Pillowcases
Pillows

Laundry:

Clothes hangers
Detergent
Fabric softener/dryer sheets
Laundry bag
Sewing kit

Recreation:

Bicycle & lock
Bike helmet
Books
Your music collection
Playing cards, and other games

Decoration:

Posters
Whiteboard
Dry erase markers

Electric/Electronic:

Alarm clock
MP3 device/ headphones
Batteries
Telephone
TV
DVD player
Scientific calculator
Lamp (*these are not provided in SSV, Carman and GU*)
Desk and floor lamps
Camera
Hairdryer
Coaxial Cable
Small fan (*Fowler, Carman and Gunsaulus Halls are not air conditioned, and it can get warm in August and September*)
Iron (*lounge use only*)



WHAT TO BRING continued:

Food/Drink:

Can opener
Mugs
Napkins
Paper cups/plates
Paper towels
Plastic utensils
Snack food
Water bottle

Personal health and hygiene:

Personal toiletries
Bath towel
Sandals & shower shoes
First Aid Kit
Prescription medication
Shower caddy
Ear plugs

Miscellaneous:

Book ends
Long distance phone card
Umbrella
Plunger (*apartments only*)
School supplies

Computer:

Computer/laptop
Printer/paper
Software
Surge Protector
Ethernet cable or wireless card
Thumb drive/USB

WHAT NOT TO BRING:

These items are **NOT** allowed in Gunsaulus Hall, Carman Hall, McCormick Student Village or State Street Village:

Alcohol (*if you're under 21*)
Appliances with an exposed heating element
Candles/incense
Drum sets
Hot plates
Illegal drugs/Narcotics
Banned substances
Microwaves (*only permitted in Gunsaulus Hall, Carman Hall and SSV apartments with kitchens*)
Music amplifiers
Pets, with the exception of fish in a tank smaller than 5 gallons
Refrigerators over 3.0 cubic feet or 4.0 cubic feet if energy star rated, drawing more than 2.0 amps
Multiple refrigerators in a room or apartment
Rice cookers (*only permitted in Gunsaulus Hall, Carman Hall and SSV apartments with kitchens*)
Space heaters
Toasters/toaster ovens (*only permitted in Gunsaulus Hall, Carman Hall and SSV apartments with kitchens*)
Waterbeds
Weapons
Hookahs
Explosives
Fire Propellants
Extension cords & outlet splitters
Coffee makers (*permitted if it features an automatic shut off*)



CONTACT US!

Housing & Residential Services

McCormick Student Village #110

312.567.5075

<http://www.iit.edu/housing>

email: housing@iit.edu

Find us online with Facebook and Twitter.

Contact us with any questions regarding your future home at Illinois Institute of Technology. We look forward to meeting you in August and working with you throughout your time here!





ILLINOIS INSTITUTE
OF TECHNOLOGY

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