



**Student Housing
University Center
Move-In Guide
2015-2016**



Moving to Robert Morris University 2015-2016

Move-in will take place between 9:00 a.m. – 4:00 p.m. on the following dates:

Summer II Quarter –Saturday, July 18, 2015

Fall Quarter – Wednesday, September 23 thru Saturday, September 26, 2015

Winter Quarter- Saturday, December 5, 2015

Spring Quarter- Saturday, February 20, 2016

Summer I Quarter- Saturday, April 30, 2016

Dear Student:

Move-ins must be scheduled. Please email me at jrivera@robertmorris.edu with your preferred time. Please note all move-ins are every thirty minutes beginning at 9:00 a.m. with the last move-in at 4:00 p.m.

We are looking forward to your arrival and are busily preparing the RMU residence for a GREAT 2015-2016 academic year. This information will help you plan for the upcoming year and guide you to resources for success.

As I think about what I would encourage you to bring to campus, my thoughts turn to your character, values, and goals. Take some time over the next few weeks to be clear about who you are as a person, the legacy you want to leave as a member of the Robert Morris University community, and the positive impact you want to have on your new and long-time friends and peers. Plan to get involved in clubs, organizations, and volunteer activities. Bring your talents, creativity, and energy.

Living in RMU housing gives you the opportunity to meet interesting people, make life-long friends and access a wide variety of academic and university services. Enjoy your remaining few weeks at home and take the time to prepare your character as well as your belongings.

Here's to a wonderful and rewarding year ahead!

Janely Rivera
Director of Student Life/Housing

Moving to Chicago

CHICAGO

welcome - **TO BRING OR NOT TO BRING** - moving in... - roommates - services - support - phone numbers - important dates - administration - U-Pass program

What to Bring

The following list includes both essential and nonessential items depending on your individual circumstances. Use it to help create your own list of must-haves. Please keep in mind available space and number of roommates when packing. Also visit

<http://www.ucmovein.com/documents/tobring.pdf> for additional supplies.

- Watch
- Alarm Clock
- \$\$\$
- Prescription medicines
- Prescriptions to last until next doctor appointment
- Checkbook/Checking Account
- ATM Card
- Credit Card (for real emergencies only)
- Address/Phone Book
- Calendar-Pocket (Track apts. tests etc.)
- Phone (if not provided)
- Journal
- Picture ID
- Drivers License
- Health Insurance card or Health Insurance Information
- Body sound alarm or pepper
- Pictures of loved ones
- Purse, wallet, or fanny pack
- Sturdy backpack (books, etc.)

- Kleenex
- Earplugs (In case roommates schedule does not coincide with yours.)
- Tape recorder & Tapes to record lectures
- Portable fan
- Flashlight

Linen

- Pillow
- Blanket
- Bedspread; quilt; or comforter
- Sheets and pillowcases (beds are extra-long twins)

Cleaning Supplies

- Small tool kit (small hammer, screwdriver, pliers)
- Fantastic or Windex
- Dish soap
- Small vacuum or broom and dustpan
- Dishtowel

Clothing

- Sunglasses
- Hangers
- Blouses; shirts
- T-shirts
- Jeans
- Slacks
- Sweats
- Dress Clothes; Shoes
- Underwear
- Bras
- Socks
- Hose
- Pajamas
- Sweater
- Robe
- Shower flip-flops; avoid athletes' feet and glass if someone brings their shampoo in a glass container and breaks it in the shower.
- P. E. Shoes
- Good walking shoes
- Light Jacket
- Coat (winter)
- Gloves
- Hat; Scarf
- Umbrella
- Rain Poncho
- Swimsuit
- Jewelry

Laundry Care

- Laundry bag or basket
- Laundry soap
- Static sheets for drier
- Iron
- Stain Remover
- Sewing Needle; few basic colors of thread

Study Supplies

- Stationary
- Envelopes
- Stamps
- Wall calendar
- Desk light
- Night light
- Waste basket/liners
- Computer (or typewriter)
- Backup disks
- Anti-virus program
- Printer
- Surge Protector
- Multiple outlet power strip
- Extension cord
- 3-Prong plug adapter
- Printer Paper
- Computer memory disks
- Bulletin board (if not provided)
- Thesaurus
- Dictionary
- Notebooks
- Calculator
- Stapler/staples
- Thumb tacks
- Scotch tape
- Folders
- Paper clips
- Pens
- Pencils
- Pencil sharpener
- Highlighters
- Erasers
- Markers
- Sticky notes
- Ruler
- Bookends
- Scissors
- 3" x 5" index cards to organize days
- Throw rug for bedside

Bathroom: Health & Personal Items

- Bar soap or liquid w/buffer
- Washcloth
- Towels
- Toothbrush
- Toothpaste
- Floss
- Hairbrush
- Comb
- Shampoo (Plastic bottle!)
- Conditioner (Plastic bottle!)
- Deodorant/antiperspirant
- Shower Caddy (used to hold bath items. Keeps everybody's things separate; saving arguments.)
- Shaving supplies
- Contacts, Cleaning solution: Etc.
- Nail clippers
- Q-Tips
- Tylenol or other headache medicine
- Cold medicine
- Thermometer
- Band-Aids (Fabric ones stay on better)
- Salve (Bactericide is a good all purpose)
- Tweezers
- Vitamins
- Antacids
- Hair dryer
- Curling Iron
- Hair mousse
- Hair spray
- Curlers
- Make-up
- Personal Feminine products
- Suntan lotion
- Hand lotion

Snacking Needs

- Paper plates
- Paper towels (for spills)

- Mugs (for soup, hot chocolate, coffee, etc.)
- Kitchen Towel
- Sugar
- Salt
- Pepper
- Can opener, (manual can opener) not electric
- Spoon, fork, knife
- Small trash bags
- Ziplocs (to store left-over snack items, etc.)
- Snacks as preferred
- Candies, gum
- Pop
- Popcorn, popcorn bowl
- Napkins, so don't use bed to wipe greasy popcorn hands on
- Plastic water glass
- Water bottle

Extras

- Portable CD player (with headphones in case your tastes and sleeping times differ with your roommates or your neighbors.)
- CDs
- TV (with headphones, be kind to your roommates and neighbor.)
- VCR or DVD player
- Cell phone
- Camera
- Film or memory card
- Sports gear (frisbee, tennis racket, balls, inline skates and gear, etc.)
- Bicycle
- Bicycle lock
- Helmet (if required)

Etc.

- Common sense
- Respect for self
- Respect for others

What Not to Bring

The following items are considered hazardous and are NOT PERMITTED. Also visit <http://www.ucmovein.com/documents/tobring.pdf> for an additional list.

Air Conditioners & Space Heaters

Personal air conditioners and space heaters are not allowed due to their excessive power requirements and fire hazard potential.

Candles, Incense and Beanbag Chairs

These are not allowed because they are fire hazards.

Cigarettes/cigars/pipes

All University residences are designated nonsmoking environments. This includes all public areas such as lobbies, hallways, lounges, as well as all student rooms and living spaces. (Smoking areas are identified outside of each building. Residents and their guests must dispose of smoking materials, after use, in the receptacles provided.)

Cooking Appliances

Appliances not allowed include hot plates, deep fryers, ovens and barbecues or grills of any kind.

Firearms/weapons

Firearms, explosives, incendiary devices, or other weapons, or harmless instruments designed to look like a firearm, explosive, or weapon, are not permitted in the residences. This prohibition includes, but is not limited to, BB guns, paint ball guns, pellet guns, martial arts equipment, and swords or knives with blades over 3" in length. Violation of this policy will result in the immediate termination of your Housing Contract, and a disciplinary conference with the Director of Student Life/Housing and/or Vice President of Student Affairs, with a likely result of suspension from Housing and possibly the University.

Fireworks

Most types of fireworks are illegal in the State of Illinois. Absolutely no incendiary devices are allowed in the residence halls at any time.

Heaters, halogen lamps, heat lamps, mini-fridges, and freezers

These are not allowed because they are fire hazards.

Nails or screws

You are not allowed to put holes in the walls, ceilings, or floors, or construct permanent structures in your room.

Pets

Pets are not permitted in the buildings or on the grounds. This includes fish.

Paint

Submit a work order to have your room painted, if needed.

Extra Furniture

There is no room for extra furniture in your apartment. Any extra furniture will be sent back.



MOVING IN

All moves will be pre-scheduled. Do not arrive at the residence before your appointed move in date or time - you will not be allowed to move in early under any circumstances. If you must travel to Chicago ahead of your assigned move-in date, plan to stay at a local hotel until your assigned move-in time.

Unloading/Paperwork

Please visit <http://www.ucmovein.com/documents/tobring.pdf> for additional information on loading, parking, and driving directions.

Keys

When you check in, you will be issued keys to all entrances and your mailbox.

- ✓ Your keycard has a number that is specific to you. This means that you must turn in the same card upon move-out.
- ✓ Loss of keycards/keys must be reported to your Resident Advisor. If anyone is found using your keycard/key and it has not been reported missing, you will be held responsible.
- ✓ Whether lost or stolen, a new key card will be between \$30.00-\$150.00.
- ✓ RMU staff will only assist in a lockout situation if available. RMU lockout assistance is free for the 1st lockout. Further lockouts are fined as stated in the Housing Handbook.
- ✓ You will sign a key acknowledgement form upon receipt of keys, please ensure that all keys are in your possession.

The best way to ensure your safety and to protect your belongings is to lock your room any time you leave it (even just to go down the hall). This is especially important during move-in and checkout times, when there are many people in and around the hall. For this reason, you should carry your keys with you at all times.

Paperwork

Along with your keys you will receive a Welcome Packet that will include some required paperwork. **All of this paperwork must be turned in no later than the Monday after your move-in.**

Please visit <http://www.ucmovein.com/> to complete the Handbook Acknowledgement Form, Emergency Contact Information Form, Technology Services Form, and the Quite Lifestyle Agreement Form.

- ✓ **Security Emergency Form**- This form must be completed so that the Office of Student Life staff can contact someone in case of a life threatening emergency
- ✓ **Room Condition Report**- You must list any imperfections/damages in your room on this form. This form will be used during your check out/final inspection at the end of the contract year. Any imperfections/damages not listed will be deducted from your \$300 security deposit.
- ✓ **Student Housing Handbook/Handbook Acknowledgement Form**- It is your responsibility to read the Handbook and understand the policies therein. Please note that RMU reserves the right to change policies as needed and will notify you of any such changes.



ROOMMATES

Living Together

Sharing a room with a total stranger, or even your best friend, is a new experience for many people. Since you may have had your own room at home, sharing a room will require you to make some adjustments. You and your roommate will need to sit down early on and discuss each other's preferences. How will you handle visitors? What are agreeable hours to have friends over? Are you a morning or a night person? What type of music do you each prefer? All of these things, and many more, need to be discussed. The most important aspect of developing a positive relationship with your roommate is effective communication. Make a commitment to talk to each other when issues or situations arise. RAs will facilitate the roommate agreement process at the first floor meeting.

Be prepared to meet with your roommates as soon as possible after move in to create your Roommate Agreement. A draft of your Roommate Agreement will be due to your Resident Advisor no later than one week after move-in. This document is a continuous work in progress so changes can be made throughout the year, as you and your roommates see fit.

Roommate Assignments

If you did not indicate a roommate preference on your housing application, we will make efforts to assign you a roommate who is close to your age and has some common interests based on completed Applications for Roommate Requests. Keep in mind that your roommate is intended to be someone you can live with and not necessarily your best friend. If you requested a specific roommate, we will make every effort to honor that request provided space is available and the request is mutual.

Room Changes

A happy and compatible roommate situation is an important aspect of university life. We hope that your assigned roommate(s) turns out to be the perfect one. Because there are almost no vacancies early in the quarter, no room changes can be made until after two full weeks of class, provided that space is available. Moves to other apartments may be made only with approval from the Director of Student Life/Housing. Although a limited number of room changes may be possible during the fall quarter, room changes can best be made at midyear, pending availability.

Living in a Housing Community

Students from many different backgrounds and cultures come together to build their "community" at Robert Morris University, and housing becomes an important part of this community. There are standards of conduct for living in housing. Each student is challenged to take on these standards for his or her own individual success and the success of the community. Residents will be expected to follow the guidelines for quiet hours and courtesy hours and the safety of the community. When the actions of residents interfere with the learning environment, each member of the community is expected to challenge those actions. The resident advisor staff will be available to help the community maintain a good academic environment.

Students who are contacted for violations of these community standards are subject to disciplinary action, including removal from housing and other University sanctions. For more information on the standards of conduct in the residence halls, see the [Student Housing Handbook](#) and the [Student Handbook](#).

The standards include federal, State of Illinois and local laws regarding the possession and use of alcohol and illegal drugs, including marijuana. Students are not permitted to possess or consume alcohol. Smoking marijuana or being present in a room where others are smoking marijuana or consuming alcohol is prohibited.



SERVICES

Academic Services

Some of the important academic support services provided are listed below. For more information about these services contact the Learning Commons at (312) 935-3000 or your Student Advisor at (312) 935-6260. All programs are offered free of charge.

Maintenance

Reporting of maintenance concerns vary by facility. Your Resident Coordinator will distribute and explain this information at move-in time.

Housekeeping

There is no housekeeping; you are responsible for cleaning common areas, taking out your own trash, recycling, and keeping your room clean.

Mail Service

The U.S. Postal Service delivers mail directly to the mailboxes located in the lobby area Monday through Saturday. Packages may be picked up in at the Security desks. Your mailing address will be:

[Your Name]
 University Center
 525 S State Street [apt #]
 Chicago, IL 60605

Shipping Belongings

If you plan to ship personal belongings to the residence halls, time the shipment so that it arrives at the residence after you do **(in no case earlier than the move-in date)**. Storage space for shipments is extremely limited and your shipment will be rejected. Address your shipment of belongings and any future mail as shown above.

If you have not received your residence mailing address by the time you travel to Chicago, arrange with your shipping agent to ship on a "will call" basis. When you receive your housing assignment, call your shipping agent with this information so that your belongings can be drop shipped.

Grocery Store/Pharmacy

Jewel/Osco Roosevelt & Wabash 1224 South Wabash Chicago, IL 60605 (312) 663-0580	Target 1 South State Street Chicago, IL 60603 (312) 279-2133	Walgreen's 16 West Adams Chicago, IL 60605 (312) 223-0197	CVS Pharmacy 520 South State Street Chicago, IL 60605 (312) 697-0021
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Area Banks

Chase South Loop 850 S Wabash Chicago, IL 60605 (312) 566-0877	TCF Bank 333 S State St (800) TCF-BANK	MB Financial 557 S. State St (888) 422-6562
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**The above lists are not exhaustive. You may use the internet to research your individual needs.*

Medical- Immediate Care/Emergency Care

Robert Morris University strongly suggests that all students have health and renters insurance coverage. Information brochures are available in the Office of Student Affairs at the main campus. The University is only providing this information as a service to its students and does not have any connection or affiliation with these companies. Students should seek out a primary care provider in the area prior to move in.

Immediate Care

Michigan Ave. Immediate Care
104 S. Michigan Ave, Ste 905
(312) 201-1234
www.michiganavenueimmediatecare.org

Northwestern Memorial

251 E. Huron
(312) 558-1951
www.nmh.org

Emergency Care

Northwestern ER
251 E. Huron
(312) 926-5188
www.nmh.org

Rush Presbyterian

1725 W. Harrison
(312) 942-5555
www.rush.edu

UIC

1740 W. Taylor
(312) 996-7297
www.uillinoismedcenter.org

John Stroger (County)

1835 W. Harrison St
(312) 633-6000
www.cchil.org



STAFF

Resident Advisor (RA)

Your RA will live on your floor or a floor near to yours. RAs are students who are trained to help you with any number of situations, whether related to academic, personal, or maintenance needs.

Resident Coordinator (RC)

Resident Coordinators are staff members that supervise the RA's and JRA's. They are in charge of the management of their area of residences.

Director of Student Life/Housing

The Director of Student Life/Housing is a full time professional staff member who is part of the Office of Student Affairs and reports to the Vice President of Student Affairs. On the community level, the Director of Student Life works with the Resident Coordinators and the Resident Advisor staff and students to develop a satisfying environment within the Housing Program. On an individual basis, the Director of Student Life is available as a liaison to those staff members who can assist you with personal or academic concerns, as well as questions about Robert Morris University and the Housing Program. Residents can meet with the Director of Student/Housing Life by calling (312) 935-2004 or emailing jrivera@robertmorris.edu.



PHONE NUMBERS
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Residence Life Numbers		
Director of Student Life/Housing	312-935-2004	jrivera@robertmorris.edu
Other Campus Office Numbers and E-mails		
Admissions Office	312-935-4400	enroll@robertmorris.edu
Athletics	312-935-4060	athletics@robertmorris.edu
Campus Store	312-935-4476	bookstore@robertmorris.edu
Career Services	312-935-4545	Careerservices@robertmorris.edu
Disability Services	312-935-2003	majones@robertmorris.edu
Financial Aid Office	312-935-4075	finaid@robertmorris.edu
Fitness Center	312-935-4077	n/a
Library	312-935-2202	RMUlibrary@robertmorris.edu
Learning Commons	312-935-3000	
Office of Student Affairs	312-935-2020	n/a
Student Advisor Office	312-935-6260	n/a
Student Center/ Eagle's Landing Cafe	312-935-2016	n/a
Student Information	312-935-4150	studentrecords@robertmorris.edu
Student Support Services	312-935-6100	n/a

Moving to Chicago

CHICAGO

welcome - to bring or not to bring - moving in... - roommates - services - support - phone numbers -
IMPORTANT DATES - administration - U-Pass program

IMPORTANT DATES

Quarter Start Dates

Mon July 20, 2015
Mon September 28, 2015
Mon December 7, 2015
Mon February 22, 2016
Mon May 2, 2016
Mon July 18, 2016
Mon September 26, 2016
Mon December 5, 2016

Quarter End Dates

Sat September 26, 2015
Sat December 5, 2015
Sat February 22, 2016
Sat April 20, 2016
Sat July 9, 2016
Sat September 24, 2016
Sat December 3, 2016
Sat February 18, 2017

2014-2016 Holidays & Breaks

Independence Day	Friday, July 4, 2014
Summer Break	Monday, July 7, 2014 thru Saturday, July 12, 2014
Labor Day	Monday, September 1, 2014
Thanksgiving	Thursday, November 27, 2014 thru Saturday, November 29, 2014
Winter Break	Monday, December 22, 2014 thru Saturday, January 3, 2015
Martin Luther King, Jr. Day	Monday, January 15, 2015
President's Day	Monday, February 16, 2015
Spring Holiday	Thursday, April 2, 2015 thru Saturday, April 4, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015 thru Saturday, July 4, 2015
Summer Break	Monday, July 13, 2015 thru Saturday, July 18, 2015
Labor Day	Monday, September 7, 2015
Thanksgiving	Thursday, November 26, 2015 thru Saturday, November 28, 2015
Winter Break	Thursday, December 24, 2015 thru Saturday, January 2, 2016



ADMINISTRATION

- Vice President for Academic Administration.....Katie Suhajda
B.S., DePaul University
M.B.A., Morris Graduate School of Management
- Vice President for Graduate Education.....Catherine Lockwood
B.A., Robert Morris University
M.B.A., Lewis University
- Vice President for Auxiliary Operations.....Nick Jarmuz
B.A., Governors State University
M.B.A., Robert Morris University
- Vice President for Brand & Image.....Christine Fisher
B.A., Eastern Illinois University
M.A., Eastern Illinois University
M.F.A., Bowling Green State University
- Vice President for Extra Curricular Activities/Director of Athletic.....Megan Smith-Eggert
B.B.A., Robert Morris University
M.B.A., Morris Graduate School of Management
- Vice President for Financial Services.....Leigh Brinson
B.A., Northern Illinois University
M.B.A., Morris Graduate School of Management
- Vice President for Human Resources.....Ann Bresingham
B.A. Loyola University-Chicago
J.D., John Marshall Law School
- Vice President for Information Systems.....Lisa Contreras
B.A., National Louis University
M.S., DePaul University
- Vice President of Marketing & Recruitment.....Danielle Naffziger
BBA, Robert Morris University
M.S., Capella University
- Vice President for Student Affairs.....Angela Jordan
B.S., Northern Illinois University
M.S., National Louis University
- Dean of the College of Liberal Arts.....Jill McGinty
BS, Indiana University
MBA, Morris Graduate School of Management
- Dean of the College of Nursing & Health Studies.....Lora Timmons
B.S., Iowa State University
M.P.H., Northern Illinois University
- Dean of the Institute of Technology & Media.....Basim Khartabil
B.S., University of Philadelphia

M.S., Illinois Institute of Technology

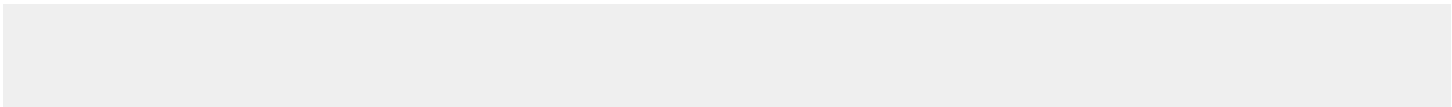
Dean of the Morris Graduate School of Management.....Kayed Akkawi
B.S., Illinois Institute of Technology
M.S., Illinois Institute of Technology
Ph.D., Illinois Institute of Technology

Dean of the School of Business Administration.....Larry Nieman
B.A., University Of Michigan
M.B.A., Central Michigan University

Dean of the Institute of Professional Arts.....Shelley LaMantia-Wright
B.A., Ray College of Design
M.A., University of Illinois

Dean of Academic Initiatives & Innovation.....Paula Diaz
B.A. University of Denver
M.F.A., University of Iowa

Dean of External Experiences.....Deanna Ho
BAS, Robert Morris University
MM, Morris Graduate School of Management



CTA Ventra U-Pass

About your CTA Ventra U-Pass

- Your CTA Ventra U-Pass provides unlimited rides on the CTA during your enrollment as a fulltime student.
- Your card is a contactless card—tap it to the Ventra reader to pay your fare. (Don't insert it into fare equipment—you'll lose it and need to pay a replacement fee for your lost card.)
- You will no longer need to obtain a new CTA Ventra U-Pass every quarter.
- As long as you're enrolled full-time in school, your CTA Ventra U-Pass privileges will be loaded onto your card automatically.
- CTA Ventra U-PASS will be charged to your student account: \$90 per quarter.

Before using your CTA Ventra U-PASS you need to activate your card.

To activate your CTA Ventra U-Pass you can call 1-877-NOW-VENTRA (1-877-669-83682)

Requirements to Pick Up Your CTA Ventra U-Pass

- Only **FULL-TIME** students are eligible for a CTA Ventra U-Pass.
- Full Time Status Definition:
 - Undergraduate: must have 12 or more credit hours.
 - Graduate: must have 8 or more credit hours.
- Please have your RMU Student ID and Official School Schedule when picking up your CTA Ventra U-Pass.

CTA Ventra U-Pass Rules and Regulations

As you begin to use your CTA Ventra U-Pass, please be aware of the following rules for being a U-Pass cardholder.

- Your CTA Ventra U-Pass is for your use only and cannot be transferred or sold. If this rule is violated, CTA reserves the right to confiscate the card and prohibit you from having a U-Pass for a full year, and/or press criminal charges.
- CTA reserves the right to require the student show a valid school identification card upon request.
- Use of the CTA Ventra U-PASS is subject to applicable tariffs, terms, conditions, rules, regulations, policies, and procedures CTA may in its discretion adopt from time to time.
- CTA Ventra U-PASS may NOT be shared.
- CTA Ventra U-Pass Replacement
- Handle your card carefully.

IF LOST, STOLEN or DAMAGED(due to abuse, misuse, etc.) - In order to receive a replacement card a \$50 replacement fee and a valid **RMU Student ID** will be required.

- Payments will be made in the RMU Bookstore (must be paid in cash or credit card) and the Receipt brought to the Office of Student Affairs.
- A replacement Ventra U-Pass is shipped to the Office of Student Affairs, 401 South State Street, 7th floor. Call (312) 935-2020 within 7-10 business days and your original will be deactivated.

***NO REFUNDS FOR WITHDRAWALS OR STATUS CHANGES!**

Office of Student Affairs
7th Floor Student Center
(312) 932-2020