

# Fall 2007 Move-In Newsletter

WASHBURN UNIVERSITY • RESIDENTIAL LIVING OFFICE (785) 670-1065

1801 SW JEWELL • TOPEKA, KANSAS 66621

RESLIVING@WASHBURN.EDU



## Important Dates

### Blue Print

May 30

June 1 – 6 - 8

### August 15

Move In Day

### August 18

Classes Begin

### September 1-3

Labor Day Break

### October 11-14

Fall Break

### November 21-25

Thanksgiving Break

(Halls Closed)

### December 8-14

Finals Week

### December 14

Halls Close for Winter Break

at 6 pm

## Welcome to Residential Living!

We are excited that you have decided to live on campus for the 2007-2008 school year! The Residential Living staff is busily preparing for your arrival this fall. We are sure you will find on campus accommodations both comfortable and convenient.

The purpose of this newsletter is to provide helpful, general information to you and your family regarding move-in information to the Washburn University Residence Halls and Washburn Village in August 2007. **Please read all information very carefully to eliminate confusion and questions.**

You may move in beginning on Wednesday, August 15, 2007 at 9am. All students assigned to Washburn Village will need to check in at the reception desk located in the Commons Building of the complex. All students checking into the Living Learning Center, Kuehne, or West Halls will check in at the Living Learning Center's reception desk.

First year law students will be permitted to move in starting Sunday, August 12, 2007 due to an earlier class start date than undergraduate students. **NO OTHER STUDENTS WILL BE ALLOWED TO MOVE INTO THE HALLS EARLY**, as the facilities will not be prepared for arrival until August 15<sup>th</sup>.

## Parking on Move-In Day

To ensure that each resident has an opportunity to unload close to the building in which he/she is assigned, **no vehicle will be allowed to park in the unloading area for more than 20 minutes.** Also, one person will be required to stay with the vehicle parked in the unloading area while the car is being unloaded. The unloading areas are also emergency access routes and vehicles will need to be moved if an emergency occurs.

For students assigned to the Living Learning Center, there is unloading available on the North and South circle driveways in front of the Living Learning Center.

For students assigned to Kuehne and West Halls, there is unloading available in the East side of Plass Street (the street that runs on the West side of Kuehne and West Halls).

For students assigned to the Washburn Village, there is an unloading area available at the East gate and West gate entries. Students may pull into the circle turnaround in front of Commons Building to receive their move-in packet, but may not unload their vehicles there.

For Washburn Village residents, Jewell Avenue (which runs in front of Washburn Village) will be unavailable for parking and traffic will need to head to the West side of the Washburn Village complex for moving items into the East gate entry. Members of the WU Move Crew will be available to help you move-in.

## Mailing Addresses

Mail will be delivered Monday-Friday (campus mail is not delivered on Saturdays). **Do not** use Washburn University as part of your mailing address as it will delay your mail. If you expect to receive mail under a parent, guardian, or spouse's name (i.e. cell phone bills) please notify the Residential Living Office so the mail is not returned to sender. Please include mailbox numbers on mail you have sent to the halls, as it helps our staff ensure accuracy and expedites delivery.

### Washburn Village:

2001 SW Jewell

Mailbox #\_\_

Topeka, KS 66621

### LLC:

1801 SW Jewell

Mailbox #\_\_

Topeka, KS 66621

### Kuehne:

1835 SW Jewell

Mailbox #\_\_

Topeka, KS 66621

### West:

1821 SW Jewell

Mailbox #\_\_

Topeka, KS 66621

*A parent's news letter is available to help keep parents updated on residential and student affairs information. This will help parents know what is going on in their student's community.*

*Parents may subscribe to this electronic news letter under the Residential Living website.*



#### FUTURE COMMUNICATIONS

All future information will be sent to you via your WASHBURN.EDU account. You may have all information sent from your WASHBURN.EDU account to your personal e-mail account by:

- Logging into Washburn.edu and type user name: [firstname.lastname@washburn.edu](mailto:firstname.lastname@washburn.edu) and password in the top right hand corner.
- Click the **e-mail** tab in the right corner
- top tabs click **options**
- left hand side click **settings**
- bottom under mail forwarding type in the new e-mail address
- Click **save changes**

Information will also be updated on the Residential Life webpage as we get closer to your arrival.

## Safety and Security on Campus

Washburn University is a city campus, which means there are the same problems here you would encounter in everyday city life. The University is doing everything it can to keep you and your property safe, but ultimately, you are the first line of defense in safeguarding property and yourself. We recommend all students use a buddy system when going to the library, computer center, or just walking around campus at night.

Textbooks, electronics, and other valuables can be easily stolen from the halls if residents are careless. Remembering to lock your room doors, never leave your room door propped open or unattended, and carrying your keys with you at all times are excellent ways to safeguard yourself and your belongings. The University cannot be held responsible for stolen items.

Washburn University maintains its own police department separate from the City of Topeka's Police Department. We recommend that you program their number into your speed dial: (785) 670-1153, in case you need assistance on campus on short notice. Washburn Police are available to escort you across campus at night, for vehicle assistance such as flat tires or lockouts, safety, and general patrols of campus. Washburn Police also conducts a free property registration program on campus which enables you to register items like stereos, computers, TVs, DVD players, etc. It is a good idea to leave a listing of all the serial numbers and models of your valuables at home.

## Insurance

**Property Insurance:** The University does not carry insurance on residents' belongings. It is up to each resident to carry appropriate insurance. Many of the homeowner's insurance policies that parents/guardians have may cover the student's belongings in a residence hall room. Students are encouraged to explore their options before leaving home. There are several insurance companies located in Topeka if you prefer to look into the options available locally.

**Health Insurance:** Before leaving home, be sure to check into your family's health insurance coverage for yourself. Often students are covered under their families' coverage plans as long as they remain in school or until they reach a certain age. If you are not covered, there is coverage available through Washburn. For more information on the Student Health Insurance Policy, please contact the Student Life Office at (785) 670-2100 or e-mail Vicki Baer at [vicki.baer@washburn.edu](mailto:vicki.baer@washburn.edu)

## Phone Service, Cable Television

**Phone service:** Each bedroom has one active phone line, which includes a voicemail box for each resident. Local phone service and voicemail are included in the housing costs.

**Cable television:** Cable television is included in the housing costs and available in each bedroom, however televisions are only located in floor/building lounges and in the LLC activity room. Students receive basic extended cable service, including over 65 channels. Premium channels such as Showtime, Cinemax, and HBO are excluded. The option to receive additional channels is not available to residents living on campus at this time. Students **may not** contact a cable provider, such as Cox Cable, to receive additional services. If a student wishes to have television in his/her bedroom, he/she must bring one. We recommend contacting your roommate to ensure you don't bring more than what you need.

## Vaccinations

Effective August 1, 2006, Washburn University will be (is) requiring all students living in the residence halls to receive the meningitis vaccination. Students will have 5 days from the time they move in to complete this requirement and provide documentation of it to the Student Health Office. For those who do not want the vaccination, there is a waiver form you must sign indicating that you have received information on the virus and have willingly chosen not to be vaccinated. Please e-mail [wudoc@washburn.edu](mailto:wudoc@washburn.edu) for additional information and with any questions you may have.

## Bod Blast

The key to having a great college experience is to get involved. Bod Blast week is an excellent way to get acquainted with other new and incoming Washburn students. During this time students will have the opportunity to attend several informational sessions, game nights, and community service activities. Bod Blast will be from Wednesday, August 15, 2007 through Sunday, August 19, 2007. Don't miss the fun!

## Residential Living Policies At A Glance

**Candles:** Only candles with wicks that have not been burned and those on candle warmers are permitted.

**Nails/Wall Damage:** Students are encouraged to decorate their rooms with the understanding that the use of nails, hooks, screws, and adhesives may damage the walls. The use of any material that damages or mars the walls will be charged to the student(s) when they check out of their rooms. See the Residential Living Handbook for specific charge rates.

**Pets:** Only fish are allowed as pets in the residence halls.

**Refrigerators:** Small refrigerators are allowed in student bedrooms, but can be no larger than 4 ½ cubic feet. All Washburn Village apartments come equipped with a full size kitchen and appliances.

**Microwaves:** Microwaves are permitted in the residence hall rooms. Students using microwaves need to remain in the room while cooking food items. In the Washburn Village, each apartment is provided a convection microwave. In the Living Learning Center, Kuehne, and West, each hall is equipped with one community microwave and oven.

### **CONTRACT CANCELLATION**

***Cancellation During the Academic Year:*** Contracts are for the length of the academic year. Students who are released from their room and board contracts after the halls officially open (August 15, 2007, January 2008) for those contracting at semester) will be charged for the number of days expired from the official opening to the date the cancellation is approved and the room is vacated and **35%** of their remaining room and board balance for the academic year.

***Cancellation At Semester:*** Students who wish to leave at the end of the fall semester **MUST** complete a cancellation form and return it to the Residential Living Office on or before **December 1<sup>st</sup>**.

1. Those leaving at semester because they are graduating, transferring to another institution, withdrawing from the University or studying abroad will not be charged a cancellation fee provided they notify the housing office by December 1<sup>st</sup>.

2. All other students leaving at semester will be charged the cancellation fee. Students must complete a cancellation form, a change of address card, make an appointment with their RA, and follow check-out procedures. **A contract will not be terminated and room charges will continue to accrue until a resident has notified the Residential Living Office as stated above and followed check-out procedures.**

### **CLEANING**

All residents are responsible for cleaning their own bedrooms, bathrooms and suite areas. As this is your "home away from home," we ask that you keep your room in a reasonable state of cleanliness.

Trash should be emptied on a regular basis

Bathrooms should be cleaned periodically to prevent rust and mildew

Food should be sealed and off the floor; and pizza boxes and other food containers should be disposed of immediately to discourage bugs.

Vacuum cleaners and limited cleaning supplies are available from the Living Learning Center reception desk for your use. Kuehne and West residents may check these out from their respective RA.

**Please Note:** Failure to comply with any residence hall policies **will** result in disciplinary action including: warnings, fines, community service, or termination of housing contract.

## Things to Bring:

Regular twin size bedding

Alarm clock

Desk lamp

School supplies  
(pens, notebooks,  
graphing calculator)

Toilet paper

Decorative shower curtains  
and bathroom rugs

Towels

Telephone

Laundry detergent

Laundry basket

Cleaning supplies

Entertainment items  
(Books, DVD's, music, etc.)

Toiletries

Pots, pans, cookware

Hand soap and Dish soap

Dishcloths

Food items

Ironing board and iron

Hanging shoe rack  
(closet space is limited!)

Stackable storage drawers

TV

Cleaning supplies

Decorative items  
(Pictures, etc.)