UCO Housing and Dining would like to welcome you to your home away from home!

We are excited to have you here and we have a year of exciting events and opportunities planned for the housing community! As you are preparing for your move to campus, please take a few moments to review the information in this newsletter. We have included information on many important services and procedures related to helping your time at Central be as big of a success as it can be!

We also encourage you visit our website at housing.uco.edu to register for an opening day move-in time slot. This will allow us to increase the convenience of the check-in process and ensure less traffic and smoother move-in at each hall.

This year the Nigh University Center is host to “Central Check-In.” We will have a sea of smiling staff and volunteers in yellow shirts on hand to greet you, help you move in, and answer any questions you might have. Living on campus features access to amazing resources and security, opportunities for involvement and the great knowledge that residents have a higher GPA and graduation rate.

We encourage you take advantage of every opportunity available during your time with us!

If you have any questions before you arrive, please don’t hesitate to call the UCO Housing & Dining office at (405) 974-2746. We look forward to seeing you soon!

Scott Monetti
Director of Housing and Residence Life

For more information: visit housing.uco.edu or contact us at 405-974-2746

facebook.com/ucohousinganddining @UCOLiveCentral UCOLiveCentral housing@uco.edu
MENINGITIS VACCINATION REQUIREMENT

Oklahoma Statutes, Title 70 §3243, requires that all students who are first time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Those students who choose not to be vaccinated must provide a written waiver acknowledging the risk, signed by the student, or a parent if the student is a minor.

PROPERTY/RENTER’S INSURANCE

UCO’s insurance does not cover personal property and the University assumes no liability for loss or damage to personal property for any reason. We encourage parents and guardians to check with their own insurance provider to see if a homeowner’s policy might cover student’s property while at college. If it doesn’t provide this coverage, you may wish to consider renter’s insurance that would provide the coverage you desire.

THE HOUSING STAFF IS HERE TO MAKE LIVING ON CAMPUS THE BEST POSSIBLE EXPERIENCE FOR ALL RESIDENTS.

These are a few of the staff members you need to know:

Resident Assistant (RA): RAs are students who live on each floor of the residence halls. RAs create community on the floor through activities and programs designed to enhance residents’ personal and academic needs, and are great resources for questions about hall or campus life, as well as important policies and procedures. The RAs report directly to the Hall Directors.

Hall Director (HD): The person responsible for the “life” in your residence hall community, HD’s are full-time staff members who supervise the Resident Assistants in your hall.

Assistant Director for Residence Life: The Assistant Director directly supervises Hall Directors. This is an experienced residence life professional and has a broad background in student development and residence hall management.

Maintenance Worker: A member of our staff who responds to the maintenance issues in halls and rooms.
Getting to Know Your Roommate

If you’ve never shared a room, you aren’t alone. Living with a roommate is a new experience for many students and the anticipation of getting to know your roommate can be both exciting and stressful. Start with the basics. Talk with your roommate and ask questions about his or her habits (sleeping, listening to music, watching TV, playing video games or musical instruments) and about likes and dislikes. During the first week of school, you and your roommate will fill out your Roommate or Apartment Agreement, which is an important tool to setting expectations of living together and how to handle problems when they arise. Even if you requested your roommate and you’ve been best friends forever, you’ll want to use the Roommate Agreement. Living with another person requires communication, flexibility, and willingness to compromise.

WHAT IF I WANT A ROOM CHANGE?

During the first two weeks of the semester, there are no room or hall changes allowed. Room change requests will begin shortly after move-in. Residents seeking a change should submit a room change request online. Students will be reassigned based on available space. No changes may be made without authorization from Housing staff. Students who change rooms without authorization will be required to move back to their assigned room.
What's In the Room?

Rooms are furnished with a bed, dresser, desk and desk chair for each resident. All rooms are air conditioned, and have cable hookups and mini blinds.

BED SIZES:
- University Suites- Twin X-Long
- University Commons- Full
- The Quad- Twin X-Long
- Murdaugh Hall- Twin X-Long
- West Hall- Twin X-Long

Because space is limited in a residence hall room, you should consider the “less is more” approach when thinking about what to bring. (A suggested list of What to Bring and What Not to Bring is on page 6!)

You and your roommate are responsible for cleaning your own room, and for cleaning up after yourself elsewhere in the building. Residence hall community-style and pod-style bathrooms are cleaned by custodial staff regularly. Residents in Suite-style and apartment-style halls are responsible for cleaning their own bathroom.

Each hall has a common lobby that has a TV and seating area. A DVD player, electronic game systems and board games are also available to check out when the front desk is open. Some of the halls also have billiard tables and accessories available.

<table>
<thead>
<tr>
<th>HALL</th>
<th>TYPE</th>
<th>BED SIZE</th>
<th>FLOORS</th>
<th>ELEVATORS</th>
<th>MEAL PLAN REQUIRED</th>
<th>ADDED AMENITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons 2 Bed, 2 Bath</td>
<td>COED</td>
<td>Full</td>
<td>3</td>
<td>No</td>
<td>No</td>
<td>Wireless internet, cable, full kitchen, laundry in apartment</td>
</tr>
<tr>
<td>Commons 4 Bed, 2 Bath</td>
<td>COED</td>
<td>Full</td>
<td>3</td>
<td>No</td>
<td>No</td>
<td>Wireless internet, cable, food court, free laundry facility and lounges in building</td>
</tr>
<tr>
<td>Suites 2 Bed, 1 Bath</td>
<td>COED</td>
<td>Twin XL</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Galley kitchen in apartment</td>
</tr>
<tr>
<td>Suites 4 Bed, 1 Bath</td>
<td>COED</td>
<td>Twin XL</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Wireless internet, cable, convenience store, free laundry facility, study rooms, community kitchen, fitness room, and movie room</td>
</tr>
<tr>
<td>Suites 4 Bed Apartment</td>
<td>COED</td>
<td>Twin XL</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Wireless internet, centrally located, community bathroom, and free laundry facility</td>
</tr>
<tr>
<td>The Quad</td>
<td>COED</td>
<td>Twin XL</td>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Wireless internet, centrally located, community bathroom, and free laundry facility</td>
</tr>
<tr>
<td>Murdaugh Hall</td>
<td>Male</td>
<td>Twin XL</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td>Wireless internet, centrally located, community bathroom, and free laundry facility</td>
</tr>
<tr>
<td>West Hall</td>
<td>Female</td>
<td>Twin XL</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td>Wireless internet, centrally located, community bathroom, and free laundry facility</td>
</tr>
</tbody>
</table>
By following these guidelines and the UCO Fire Safety regulations, you will be able to decorate and personalize your room to create a safe and comfortable place to study and socialize.

PERSONALIZING YOUR ROOM

Hanging up posters and pictures in the residence halls brings life to your room and a touch of home.

However, any damage to the room, including damage to walls, will be charged to residents when they check out of their rooms. To avoid unnecessary charges and damages, you will need to follow the guidelines for how to hang things in the halls.

In all residence halls, painter’s "blue tape," poster putty/sticky tack and 3M mounting products are permitted for hanging posters and light-weight items on the walls.

HOW TO AVOID A CHARGE

- Do NOT use nails or screws in the walls, door frames, furniture, etc.

- You may NOT attach flat-screen TVs, bookshelves or anything else that uses bolts, screws or large nails.

- Fire Safety guidelines prohibit hanging anything from the ceiling.

- If you have any questions about what is permitted, ask your Hall Director or Resident Assistant before you hang up any items.

REFRIGERATORS

Vital for Diet Coke, yogurt snacks and occasionally Ben & Jerry’s, you’ll want to keep them cold in a fridge!

Refrigerators up to 4.5 cubic feet are allowed in the residence halls, with a limit of 1 per bedroom. Residents are also allowed microwaves that are 700 watts or less in the residence halls. Residents may have only one refrigerator and microwave per room. Refrigerators and microwaves are provided in the University Commons and the four bedroom University Suites apartments.

FIRE SAFETY AT UCO

At UCO, we take fire safety very seriously and work closely with the local Fire Marshal. Tampering with fire safety equipment will result in a minimum $200 fine, required Fire Safety education and may result in further UCO conduct action. If you have any questions about the Fire Safety guidelines, please contact the Housing & Dining office.
What To Bring
When You Move to Campus!

Sleep
- Bed Sheets
  (For West, Murdaugh, Suites & Quad: XL Twin for Commons: Full)
- Comforter/Bedspread/Quilt
- Blanket/Throw
- Pillows
- Pillow Cases
- Mattress Cover/Protector
- Mattress Pad/Topper
- Alarm Clock

Shower
- Towels/Hand Towels/Washcloths
- Shower Tote/Caddy
- Shower Shoes/Flip Flops
  (For communal bathrooms)
- Bathmat
  (For private bathrooms)
- Bathroom Rugs
  (For private bathrooms)
- Shower Curtain and Rings
  (For private bathrooms)
- Hair Products
  (i.e. shampoo, conditioner, styling products, etc.)
- Bathrobe
- Soap/Bodywash
- Shaving Cream
- Razor
- Mouthwash
- Deodorant
- Toothbrush/Toothpaste
- Dental Floss
- Tissues
- Toilet Paper
  (For private bathrooms)
- Hair Appliances
  (i.e. hair dryer, flat iron, curling iron, etc.)
- Personal Toiletries
  (i.e. makeup, perfume, cologne, etc.)

Study
- Desk Lamp
  (No halogen lamps)
- Computer
- Surge Protector
  (No extension cords)
- USB Flashdrive
- Ethernet Cable
- Pencils/Pens
- Pencil Sharpener
- Highlighters
- Paperclips
- Stapler/Staples
- College-Ruled Notebooks
- 3-Hole Punch
- Index Cards
- Tape/Tape Dispenser
- Post-it Notes
- Scissors
- Folders/Binders
- Daily Student Planner
- Folders/Binders
- Dictionary/Thesaurus
- Calculator
- Desk Organizer
- Pencil Sharpener

Clean
- Broom/Dust Pan
- Garbage/Dust Pan
- Disinfecting Can/Bags
- Paper Towels
- Vacuum
  (*tip* handheld vacuums are convenient and save space!)
- Toilet Brush
  (For private bathrooms)
- Refrigerator
  (<4 cubic feet/one per room-discuss with your roommate!)
- Microwave
  (<700 watts/one per room-discuss with your roommate!)
- Dishes
  (Plates, Bowls, Cups, etc.- best if non-breakable and microwavable)
- Utensils
  (forks, spoons, knives, etc.)
- Dish Liquid and Towels

The Commons features a full kitchen.
Here’s a list of suggested kitchen items:
- Cookware
  (pots, saucepan, fry pan, etc.)
- Cooking Utensils
  (ladle, spatula, tongs, etc.)
- Cookie Sheet
- Can Opener
- Measuring Cups/Spoons
- Strainer/Collander
- Pot Holder
- Chip Clips
- Pizza Cutter
- Mixing Bowl
- Knives
- Cutting Board
- Food Storage Containers

Eat
- Cookie Sheet
- Can Opener
- Measuring Cups/Spoons
- Strainer/Collander
- Pot Holder
- Chip Clips
- Pizza Cutter
- Mixing Bowl
- Knives
- Cutting Board
- Food Storage Containers

The Commons features a full kitchen.
Here’s a list of suggested kitchen items:
**Organize/Decorate**

- Bed Risers (No cinder blocks)
- Under Bed Storage
- Stacking Bins
- Shoe Storage/Organizer
- Closet Organizer
- Drawer Organizers
- Shelving Unit/Bookcase
- Floor Lamp
- 3M™ Hooks
- Dry Erase/Bulletin Board
- Push Pins (For a bulletin board ONLY, no push pins in the walls!)
- Floor Pillows
- Picture Frames
- Door Mirror
- Posters
- Wall Art

**Discuss with the Roommate**

- Refrigerator (<4 cubic feet/one room)
- Microwave (<700 watts/one per room)
- Coffeemaker (Don’t forget filters and coffee!)
- Television
- Cable (Basic cable channels are provided!)
- DVD/Blu-ray Player
- Printer
- Area Rug
- Chair(s)
- Iron/Ironing Board
- Message Board
- Stereo/Radio

**Don’t Forget!**

- Personal Property Insurance (*UCO Housing & Dining is not responsible for items lost, stolen or damaged*)
- Lock Box for Valuables
- Light Bulbs (For desk/floor lamp- no halogen!)
- Flashlight
- Batteries
- First Aid Kit
- Pain Relief/Cold Medicines
- Thermometer
- Hand Sanitizer
- Sewing Kit
- Raincoat/ Rain boots
- Umbrella
- Backpack
- Chargers for Electronics
- Fan (No Air Conditioners or Space Heaters)
- Air Fresheners (No candles/candlewarmers)
- Bicycle Lock (Bikes are available to check out for free on campus)

**Do Not Bring**

These items are banned from the residence halls because they can pose a threat to the Housing community.

- Candles
- Candlewarmers
- Cinder Blocks
- Extension Cords (Surge Protectors are allowed)
- Fireworks
- Weapons/Ammunition
- Halogen Lamps
- Air Conditioners/Space Heaters
- Waterbed
- Traffic/Street Signs

- Alcohol/Empty Alcohol Beverage Containers
- Illegal Drugs or Drug Paraphernalia
- Off Label/Non-Labeled Prescription Medication (all prescriptions must be properly prescribed to the person in possession; NOT family members or friends)
- Weights Over 25 lbs and Exercise Equipment
- Pets (except for fish in a tank up to 10-gallons)
- Any Cooking Devices with a Heating Element (i.e. Toaster Oven, Hot Plate, etc.)
OTHER HELPFUL FACTS

MAIL

There is a $32.50 per semester mail service fee. Each resident is provided with a United States Postal Service Post Office Box. All residents will pick up their mailbox key at check in and should return their mailbox keys to the front desk upon checkout. Boxes are serviced Monday through Friday throughout the year, except for holidays.

- West and Murdaugh residents will receive their mail in a P.O. Box located directly beside the Broncho Stamp n’ Post Counter in the Nigh University Center
- Mailboxes for the Suites and the Quad are located in their respective lobbies
- Commons mailboxes are located near Building 2 and Building 3 of the Commons.

LAUNDRY

Laundry rooms are located in all residence halls and laundry is free to all residents!

Here are a few tips to make laundering easier:
1. Remember the golden laundry room rule... don’t leave your clothes in a machine, others will be waiting to use it!
2. Only use high-efficiency (HE) detergent. Washers are front-loading, high-efficiency type.
3. Respect the laundry room and help keep it clean for other residents.
4. Utilize the online laundry utility offered in each hall. This service allows you to check machine availability, receive text alerts, get laundry help and place a service call. We recommend that you DO NOT leave your laundry unattended.

BIKES

Outdoor bike racks are available adjacent to all residence halls. Bikes may not be stored in residence halls. We also suggest you register your bike. In the event of having your bike stolen, having it registered increases the chances of getting it back. To register your bike, bring it to Cycology!

UCO’s Cycology operates out of the southeast corner of Murdaugh Hall Monday through Friday, 8:00am-5:00pm. The Cycology staff can do everything from checking out a rental bike to fixing your personal bike!

Cycology also offers students the “Bum-A-Bike” program. Bum-A-Bike allows students, faculty, and staff to check out bikes free of charge for up to two weeks at a time. It is FREE with a UCO I.D.
UCO offers a variety of services for resident students to help make this a “home away from home.” We work with several companies and campus partners to bring services that will be helpful to both students and their parents alike.

**EASY PAYMENT PLAN FOR HOUSING & DINING**

Enroll beginning August 14 in a payment plan for your Fall Housing & Dining charges!

This is a great option for students on a budget. If your Housing & Dining balance is not paid in full by September 1 or you have not already enrolled in a payment plan, you will be auto-enrolled and charged a late fee of $50.

The payment plan splits your Housing & Dining charges into equal monthly installments that are due on the first of each month.

To get more information about this plan, call the Housing & Dining office at (405) 974-2746.

**RECYCLING/SUSTAINABILITY**

UCO engages in environmentally conscious behavior through broad campus resource management programs, recycling, student initiatives, and green building construction. In the residence halls, this includes recycling bins in common areas and fluorescent lights. There are also recycling bins throughout campus to recycle plastic, paper and aluminum.

**DINING ON CAMPUS**

Students can use their Meal Swipes at Buddy’s All-You-Care-To-Eat Buffet. Buddy’s serves 19 meals per week: Monday-Friday, breakfast, lunch and dinner; and Saturday-Sunday, brunch and dinner. For students with a “meals per week” plan, your number of meals for the week resets every Saturday morning (brunch) and ends Friday evening (dinner.)

The Meal Trade program allows students to “trade” their meal credits for select menu items found at Broncho Sports Grill, Outtakes at the Nigh University Center, at the Library or in the Quad. Just look for the Meal Trade logo at participating dining locations.

The Meal-To-Go program is designed for students on the run, offered only at Buddy’s. The program allows students to pay a one-time refundable $5 deposit in exchange for a recyclable to-go container plus a to-go drink. On the next visit, students have the choice to return the Meal-To-Go container in exchange for a clean one, or they can simply ask for their $5 deposit back.